CalOMS PREVENTION

TRAINING WORKBOOK

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INTRODUCTION

The CalOMS Prevention Training Scenarios Workbook is to assist you in learning CalOMS Prevention. It is a collection of "real-life" scenarios that can be entered into the training site. To obtain a training provider number, contact casupport@kitsolutions.net.

This is a great way to allow new staff members or staff members that want a refresher course to practice entering data in a training atmosphere which will not affect actual information. This is not a user manual with step-by-step instructions. It is recommended that you use this workbook with reference to the CalOMS User Manual. The CalOMS User Manual can be downloaded from the Support Site.

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TIPS FOR USING THE SERVICE EFFECTIVELY

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 X 768 pixels or larger. If your screen resolution is smaller (i.e., 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, you will have to scroll more both up & down and left & right to access all the data fields.

To change your PC monitor settings, right click on the Desktop background and select Properties. Next, click on the Settings tab and move the Screen Resolution scroll bar to the right (towards "more") to select 1024 X 768 resolution. Click the OK button at the bottom of the window to make the change effective.

Pop-Up Blockers

Modern computer security technology and usability features development have led to pop-up blocking. Although this new feature of Internet browsers, toolbars and other 3rd party managing software blocks hazardous and annoying pop-ups, sites like CalOMS Prevention require pop-ups to be able to function. If your pop-up blocker is enabled, then there is a possibility that CalOMS Prevention may not function or appear properly. You should either disable the pop-up blocker while using CalOMS Prevention (while remembering to enable it, if desired, when not using CalOMS Prevention) or create exceptions for the pop-up blocker. Although enabling and disabling the pop-up blocker may be cumbersome, it may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your internet browser window. If using Internet Explorer, click the top toolbar option "Tools" and then go to "Internet Options". After the Internet Options window is available, you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab at the bottom will be a section on Pop-Up Blockers. If the "Block pop-ups" checkbox is checked, click on the "Settings" button to allow for exceptions. If using Mozilla Firefox, click the top toolbar options "Tools" and then go to "Options". After the "Options" window is available, you will want to click on the "Content" tab at the top of the window. If the "Block Popup Window" is checked, click the "Allowed Sites" button to the right to allow for exceptions.

You can now add the CalOMS Prevention links to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from CalOMS Prevention. You will want to add https://kitservices1.kithost.net for the Live system and http://demo.kithost.net for the Training system. Once these sites are added to your "Allowed Sites" list, the pop-up blocker should no longer prevent pages from loading and appearing while you are using CalOMS Prevention.

*Note: These are instructions for Internet Explorer 7.0 and may be different for other Internet Explorer version.

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System Navigating

CalOMS Prevention is set up in such a fashion that moving from Left to Right on the menu is the best approach to using the application. Start at Assessment, filling in all the information for that area before moving on to the Planning section. Continuing in this manner will ensure that all of the sections of the application have enough information to function correctly. If all of the different portions are not completed, some modules will not work correctly.

Computer Keys

While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	The Cursor	Points to desired location
	The TAB key	Moves the cursor to the next data field
	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
	The Control (Ctrl) key	Enables blocked material to open (due to pop-up blocker)
	Use the MOUSE by pointing and clicking to move the cursor	Moves the cursor by pointing and clicking

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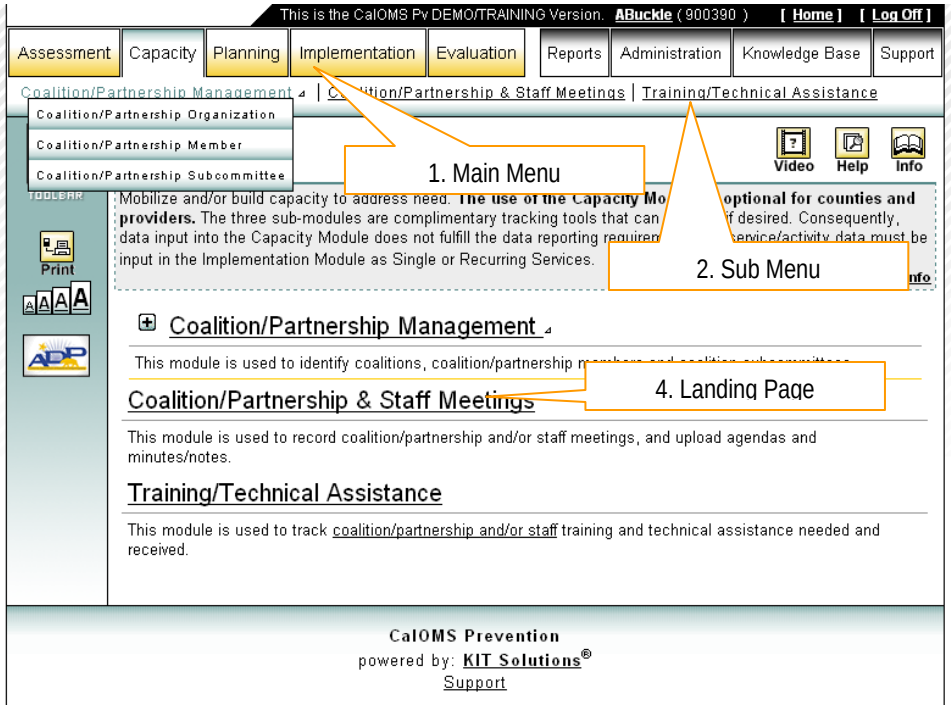
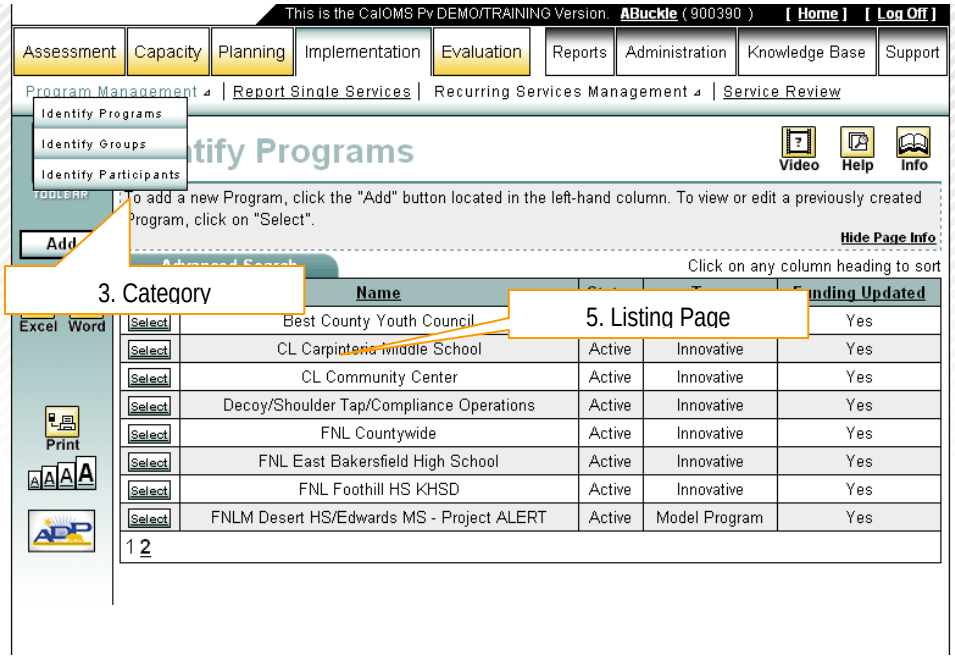
Menu Information

The menu for the service is located across the top of the screen. Each Main Menu category is broken down into Submenu categories to choose from and some Submenu categories may have a Category list to choose from (see Submenu category, Capacity Management, for an example).

1.	Main Menu	Constant (unchanging)
2.	Submenu	Vary depending on which Menu item is selected.
3.	Category	Vary depending on which Submenu item is selected.
4.	Landing Page	Varies depending on which Main Menu category is selected. Displays the Submenu Categories.
5.	Listing Page	Varies depending on which Submenu Category is selected.



(This is a screenshot displaying the Main Menu, Submenu and a Landing Page)



(This is a sample screenshot displaying a Category list and a Listing Page)

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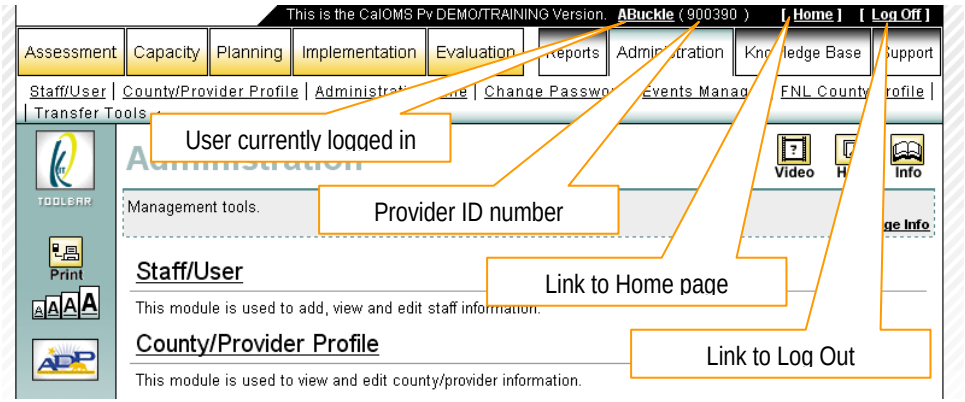
The top of the menu provides links to the Home (Home) page and to Logout (Log Out) of the Service. The **Provider ID number** is listed as well as the user currently logged into the KIT Prevention Service.

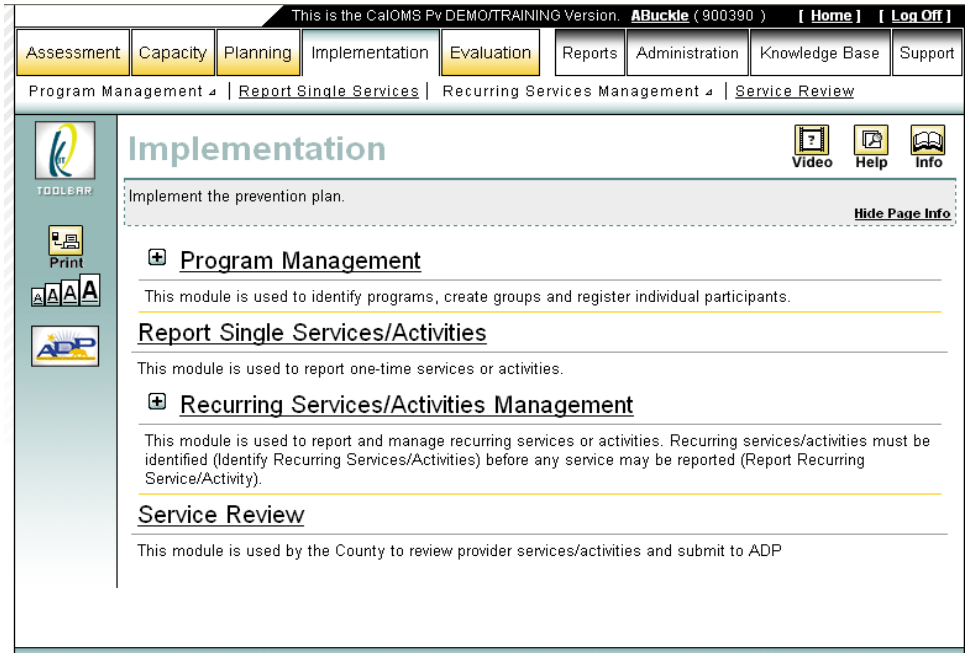


Landing Pages

When first entering a module you may see a list of the entire categories associated with that module. This is called a "Landing Page". The Landing Page of a module provides a description of what can be done in that module as well as listing each category as a link to the Listing Page and entry forms. (For more information on the Listing Pages, see the Using the Listing Page section.) No data is entered on the Landing Page.

To open a category:

- Click on the Landing Page Submenu Category link.


This is the CalOMS Pv DEMO/TRAINING Version. ABuckle (900390) [Home] [Log Off]
Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Program Management | Report Single Services | Recurring Services Management | Service Review
Implementation
Video
Help
Info
Implement the prevention plan.
Hide Page Info
Program Management
This module is used to identify programs, create groups and register individual participants.
Report Single Services/Activities
This module is used to report one-time services or activities.
Recurring Services/Activities Management
This module is used to report and manage recurring services or activities. Recurring services/activities must be identified (Identify Recurring Services/Activities) before any service may be reported (Report Recurring Service/Activity).
Service Review
This module is used by the County to review provider services/activities and submit to ADP
Print

(This is a screenshot displaying a Landing Page.)

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Listing Pages

After selecting a category from the Landing Page you will see the “Listing Page”. When going into an area where a Listing Page is available, the service allows you to select previously entered data to edit or view its content. No data is entered on the Listing Page.

- When viewing a Listing Page, all of the data is available for Searching. (See the Advanced Search section for more details on searching.)

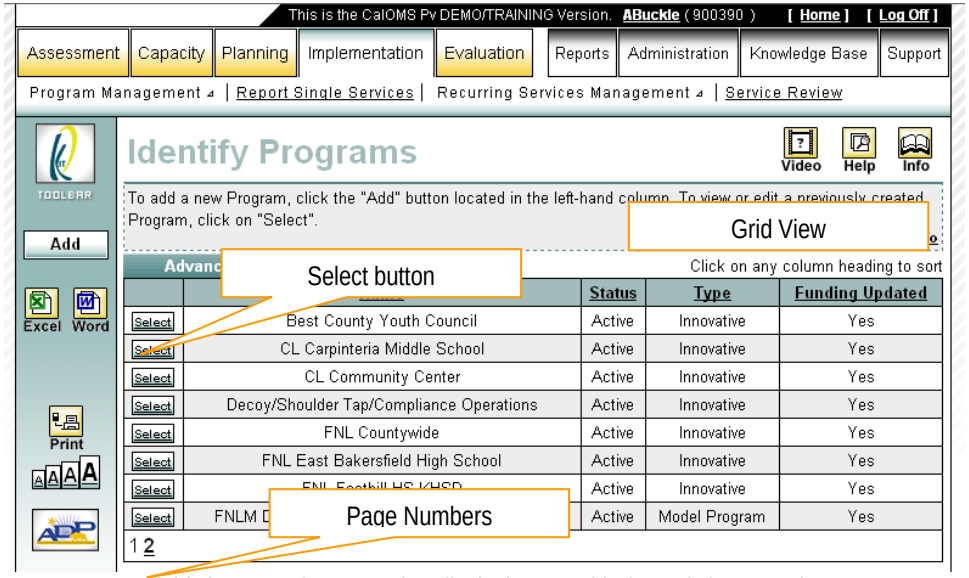
There are three types of Listing Pages:

1. Grid View
2. Hierarchy View
3. Single Form View

Grid View:

The Grid View displays the data in tables. Specific pieces of data will be displayed within the Grid based on the fields within the entry/edit form.

- When first viewing a Listing Page, all of the data is available for Searching. Click the Select (Select) link to the left of the data you would like to edit/view.
- You will be taken to the entry/edit screen. This page will be in edit mode (all data fields will be open for data entry). Make any changes needed to the form. Click the Save (Save) button to save the changes.



(This is a sample screenshot displaying a “Grid View” Listing Page.)

Tips

• Hide Page Info	Allows the information to be hidden from view
• Show Page Info	Places the Page Information back in view

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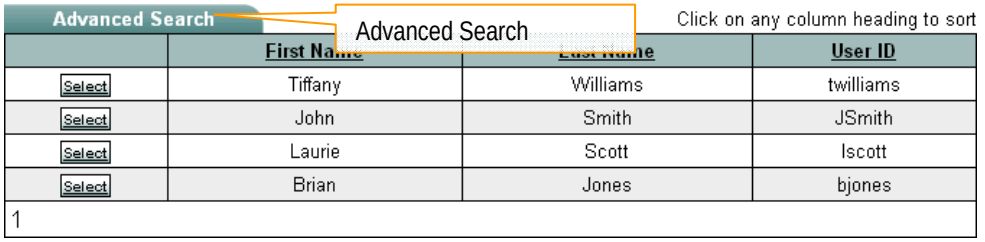
Advanced Search

Each Listing Page includes a search feature which allows you to find a particular record by clicking the Advanced Search (Advanced Search) tab and selecting several variables. In addition, records are able to be sorted in ascending or descending order by clicking on the column name (e.g., First Name) at the top of the table.



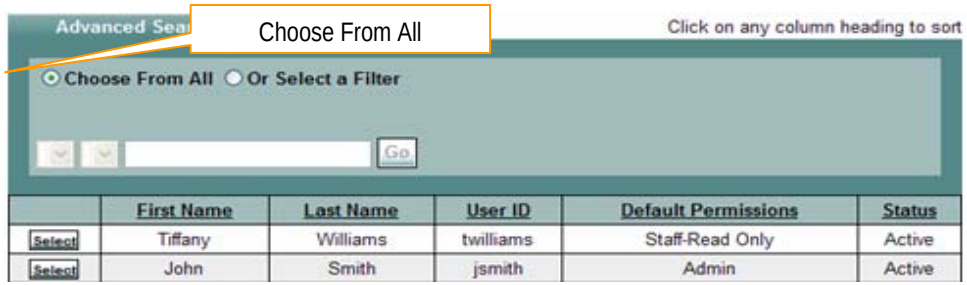
(This is a sample screenshot of a Listing Page displaying the Advanced Search tab)

To begin using the Advanced Search feature:

1. Click the Advanced Search (Advanced Search).

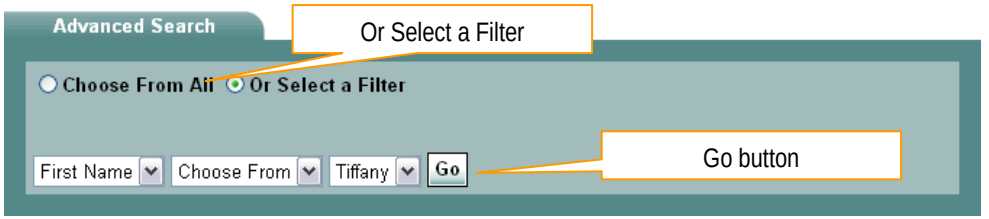
There are two ways to use the search feature: 1) Choose From All or 2) Or Select a Filter.

2. Select the Choose From All (Choose From All) radio button to see a list of all of the data saved.



(This is a sample screenshot of a Listing with the Choose From All radio button selected)

3. The Or Select a Filter (Or Select a Filter) radio button allows you to limit search results. To change the search filters, first click the Or Select a Filter (Or Select a Filter) button. Then, click on the black arrow at the right-hand side of the dropdown fields and select an option. Once the three filters have been selected, click the Go (Go) button to see the search results.



(This is a sample screenshot of a Listing with the Or Select a Filter radio button selected)

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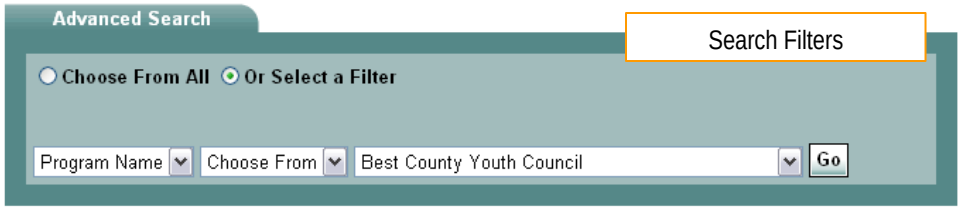
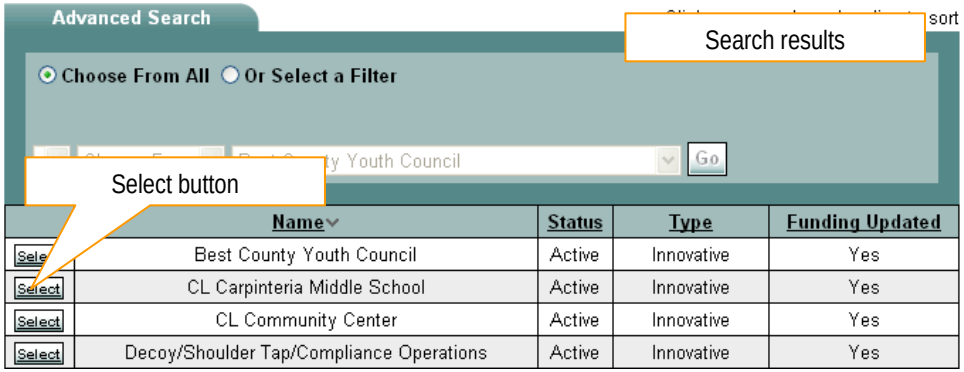
4. The three search filters are used in the following method:
    b. The first search filter will display the search categories to select from.
    c. The second search filter allows you to select how you would like to filter the search results.
    d. The third search filter is the search criteria (i.e, 10/23/08 as a date of service).



5. Once you have clicked the Choose From All (Choose From All) radio button or used the Or Select a Filter (Or Select a Filter) option, you will see a list of data. Click the Select (Select) button next to the line of data that represents the data to be viewed or edited.
6. After you click the Select (Select) button you will be taken to the Edit Form. This page will be in Edit mode. Make any changes needed to the form, if applicable. Click the Save (Save) button to save those changes.



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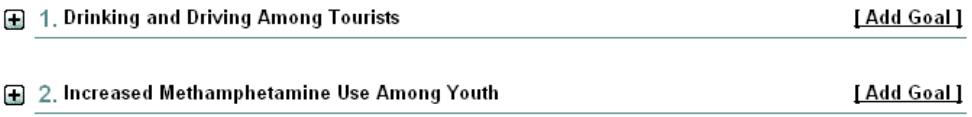
Hierarchy View

A Hierarchical View is used when there is a 'Parent/Child' relationship. Looking at the example, Ex 1 shows the parent (the Problem Statement that was created in the Assessment module) whereas Ex 1.1 is the child (the Goal that will be created in the Planning module.) The need to link a child (goal) to a parent (problem statement) adds complexity to the process of adding and searching. The hierarchical view was designed to simplify these tasks.

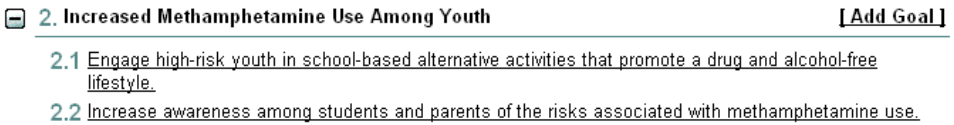
(This is a sample screenshot displaying the Hierarchy View)

1. All of the "parents" will be displayed on the Listing page upon entering the module.
2. To create or add a "child", click on the link to the right of the "parent".
3. To view all of the "children" underneath a "parent", click on the ⊞.
4. The ⊞ will become a ⊟, and all of the "children" will be displayed below the "parent".



(This is a sample screenshot displaying a Hierarchy View)

5. To edit or delete a "child", click on the "child" link.


2. Increased Methamphetamine Use Among Youth
[Add Goal]
2.1 Engage high-risk youth in school-based alternative activities that promote a drug and alcohol-free lifestyle.
2.2 Increase awareness among students and parents of the risks associated with methamphetamine use.

(This is a sample screenshot displaying the Hierarchy View. This is a partial screenshot.)

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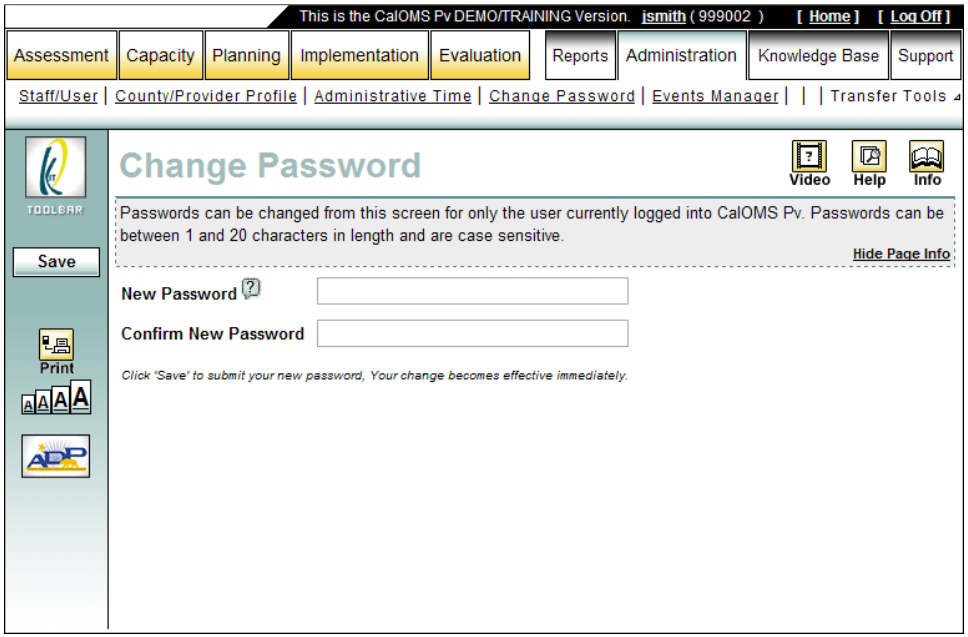
Single Form View:

The Single Form View is used when the data entered is updated periodically. Only one form is available and edited. The Single Form View displays the fields on the Edit Form. (For more information on the Edit Form, see the Edit Forms section.)

- The form can be edited at any time, but you must click the Save (Save) button to update the data.


This is the CalOMS Pv DEMO/TRAINING Version. jsmith (999002) [Home] [Log Off]
Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Staff/User | County/Provider Profile | Administrative Time | Change Password | Events Manager | | | Transfer Tools
TOOLBAR
Save
Print
Change Password
Video
Help
Info
Passwords can be changed from this screen for only the user currently logged into CalOMS Pv. Passwords can be between 1 and 20 characters in length and are case sensitive.
Hide Page Info
New Password
Confirm New Password
Click 'Save' to submit your new password, Your change becomes effective immediately.

(This is a sample screenshot displaying a "Single Form View" Listing Page)

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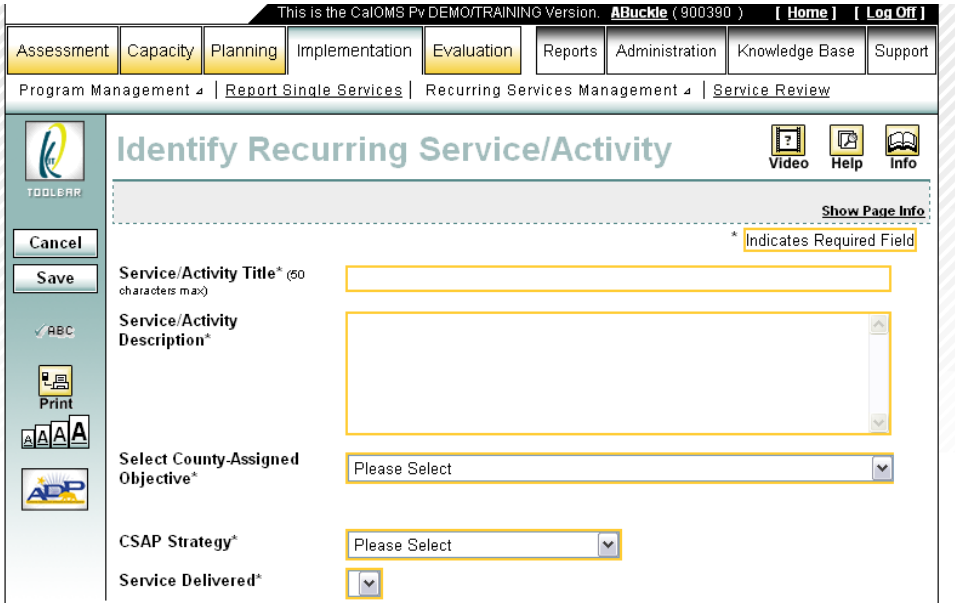
Edit Forms

The Edit Form contains the fields for entering and editing data. The buttons for saving, canceling, deleting, printing, and in some cases, adding and editing, are available at the top right of the page. (See the Data Fields and Button section for additional details on the function of these buttons.)

- If you clicked the Add (Add) button to enter new information into a form, the Edit Form data fields will be blank.
- When selecting the Select (Select) button to view existing data, the Edit form data fields will display the data entered/selected previously. These fields may be modified, if needed.



(This is a sample screenshot displaying a blank Edit Form. This is a partial screenshot.)

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Data Fields and Buttons

In CalOMS Prevention there are several fields, boxes and buttons that are used to collect and store data.

Type	Preview / Description
Text Field (aka 'Text Box)	(fill in the blank)
Drop Down Menu (aka Pull Down Menu)	(select one)
Buttons	Add Remove Add > < Remove Add Remove
Radio Button	Selected Not selected
Check Boxes	Selected Not Selected
First Name*	A yellow field and an asterisk denotes a required field
	Denotes a Note with more information regarding the field.
ABC	Spell Check
!	Indicated that a required field was missed at the time of saving.

It does not matter the order in which the above fields are filled in, but if a required field is not filled in and you try to save the form, you will receive a message informing you what field is missing data, and you will not be able to save the form until that field has data.

Tips

- All the fields with an asterisk (*) are required fields. These must have a value entered before the record can be saved.
- You can type an identifying letter of an item in a dropdown list and the first selection beginning with that letter will appear in the box.

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Edit Form Buttons

Information is entered and edited on the computer screen through data entry/edit forms. The table below summarizes the buttons used to enter/edit information.

Add	Must be pressed first to add new information to a form
Save	Adds the information on the form to CalOMS Prevention.
Delete	Removes the information currently on the form from CalOMS Prevention
Cancel	Cancels the Add or Edit without saving any information entered.
	Allows you to change the text size by clicking on one of the different sized A's.

Additional Feature Buttons

Each page within the CalOMS Prevention offers additional help to the user. Click on one of the icons to receive the help needed.

	Opens an Excel spreadsheet displaying the information on the Listing page.
	Opens a Word document displaying the information on the Listing page.
	Prints the information currently on the form
	Provides the multimedia tutorial video specific to the submenu topic.
	Provides user manual help specific to the submenu topic. Includes step by step instructions for adding, editing and deleting.
	Provides information on this topic with regards to prevention.

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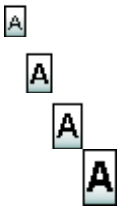
Using the Text Resizer

You can alter the size of the text with the Text Resizer . Clicking on one of the s changes the text size from smallest to largest. Place the mouse pointer over one of the s and left click to change the size.



Provides the smallest text size.

Provides the default text size.

Provides a medium text size.

Provides the largest text size.

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LOGIN PROCEDURE

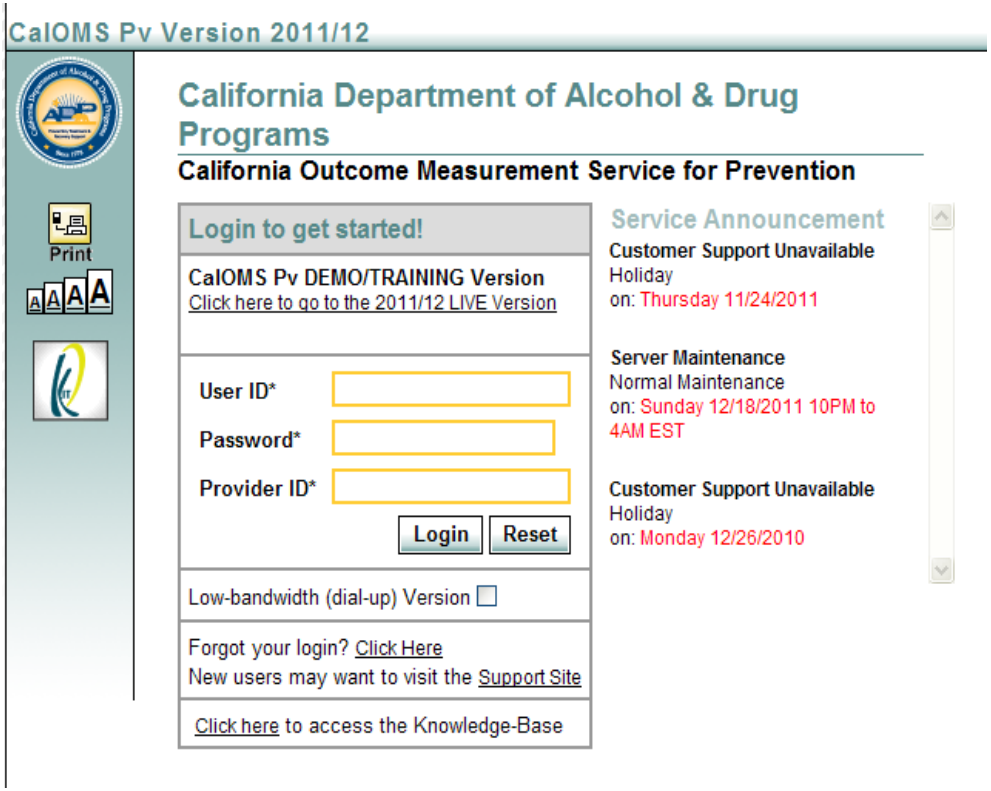
Connect to the Internet using the Internet browser. In the Address (Location) box, type in the following address and press enter:

Live Data:

https://kitservices1.kithost.net/calomspv

Training Data:

http://demo.kithost.net/capreventdemo



Log into CalOMS Prevention.

1. Type the login name provided by your acting administrator in the User ID* field.
2. Type the password in the Password* field.
3. Click the Login (Login*) button.
   *Note: Before logging in you will be able to choose which planning year you would like to work in.

To log out of the application, click the [Log Off] (Log Off) link in the upper right hand corner.

Tips

- The User IDs are NOT case sensitive.
- Passwords ARE case sensitive.
- If you make a mistake entering the login information, use the Reset (Reset) button to delete what was entered.

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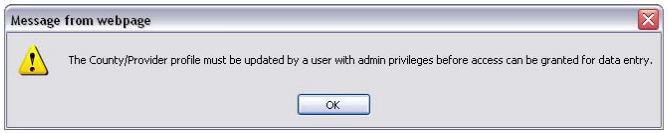
County/Provider Profile

- Upon logging in, you will receive a message to update your County/Provider Profile. Click the OK button, then click the Cancel button to continue within the application and update the profile at a later time.


Message from webpage
The County/Provider profile must be updated by a user with admin privileges before access can be granted for data entry.
OK

(This is a screenshot displaying a message)

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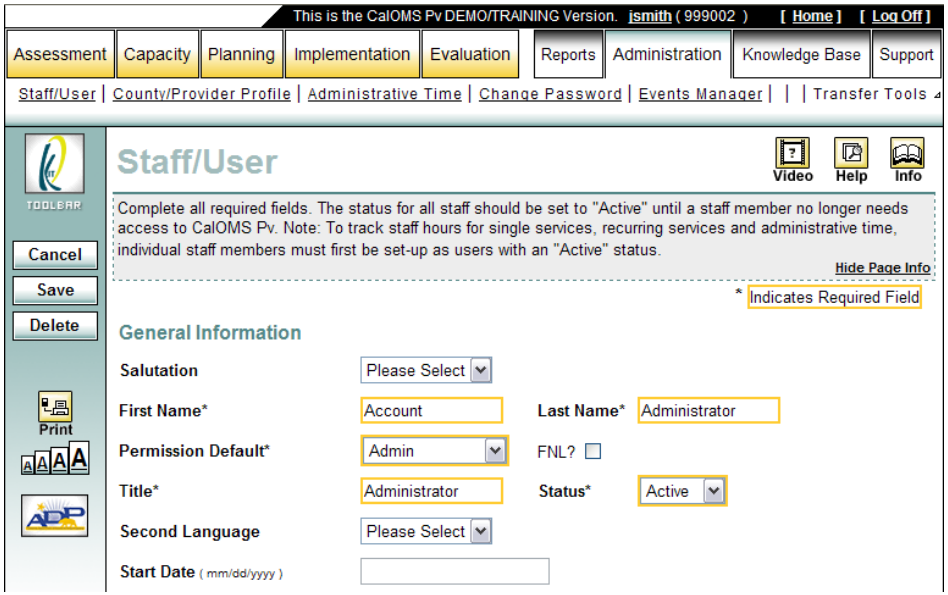
Staff/User Registration

Scenario 1:

A new county/provider is set up with only an 'admin' account, therefore you must update the 'admin' account with your information. Set your default permission to *Admin* to allow you to enter additional staff. The User ID will be automatically created by the service after saving and will appear on the Staff/User Listing page.

Log out then back in to CalOMS Prevention with your new user account.

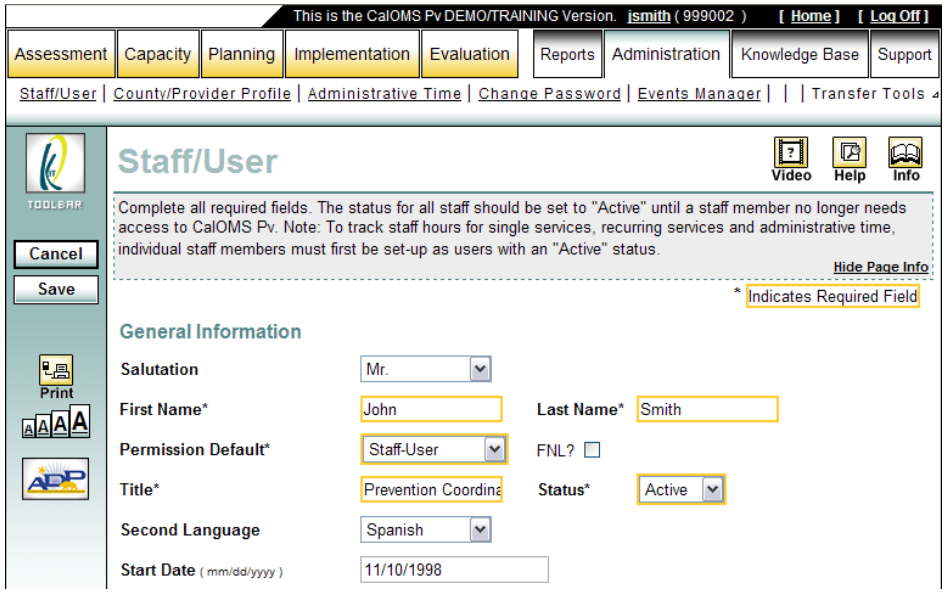


(This is a sample screenshot displaying the Admin account on the Staff/User Edit Page.)

Scenario 2:

Use the skills you have learned to enter information about more staff members.

Staff/User 1:		Staff/User 2:	
Salutation:	Mr.	Salutation:	Ms.
Name:	John Smith	Name:	Laurie Scott
Permission Default:	Staff-User	Permission Default:	Staff-User
Title:	Prevention Coordinator	Title:	Office Manager
Status:	Active	Status:	Active
Second Language:	Spanish	Second Language:	ASL
Start Date:	11/10/1998	Start Date:	10/28/2004
Password:	admin	Password:	admin
Work Phone:	707-555-3800	Work Phone:	707-555-2336
Email:	jsmith@co.napa.ca.us	Email:	lscott@co.napa.ca.us
Fax:	707-555-6000	Fax:	707-555-6000
Gender:	Male	Gender:	Female
Race/Ethnicity:	Hispanic or Latino	Race/Ethnicity:	White not Hispanic
Degree:	4 Year College	Degree:	2 Year College
Field of Study:	Business Admin	Field of Study:	Business



(This is a partial screenshot displaying the Staff/User 1 on the Staff/User Edit Page.)

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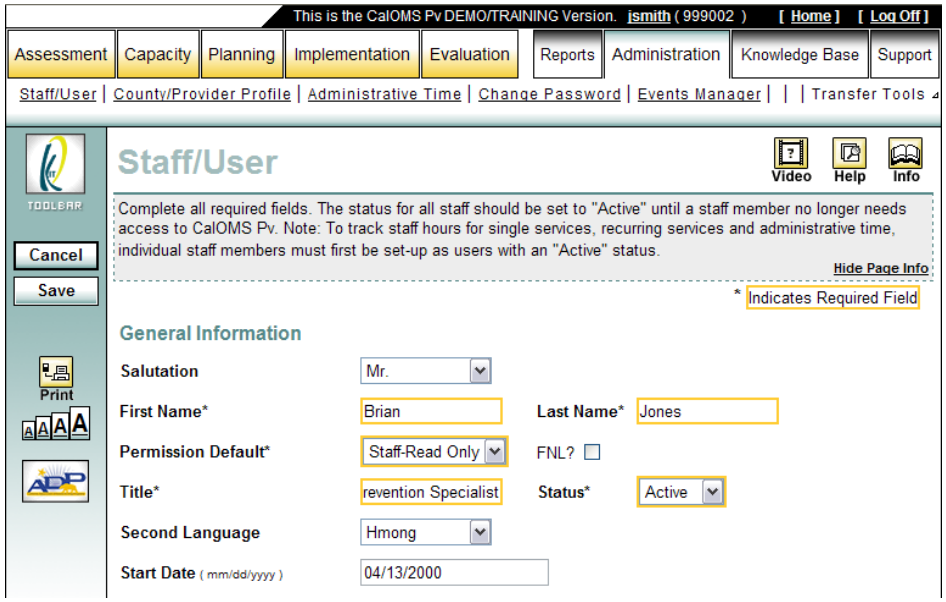
	Staff/User 3:		Staff/User 4:
Salutation:	Ms.	Salutation:	Mr.
Name:	Tiffany Williams	Name:	Brian Jones
Permission Default:	Staff-Read Only	Permission Default:	Staff-Read Only
Title:	Prevention Specialist	Title:	Prevention Specialist
Status:	Active	Status:	Active
Second Language:	Japanese	Second Language:	Hmong
Start Date:	06/05/2005	Start Date:	04/13/2000
Password:	admin	Password:	admin
Work Phone:	707-555-3850	Work Phone:	707-555-3845
Email:	twilliams@co.napa.ca.us	Email:	bjones@co.napa.ca.us
Fax:	707-555-6000	Fax:	707-555-6000
Gender:	Female	Gender:	Male
Race/Ethnicity:	Multiracial or Multiethnic	Race/Ethnicity:	African American
Degree:	4 Year College	Degree:	4 Year College
Field of Study:	Social Work	Field of Study:	Behavioral Science



(This is a partial screenshot displaying the Staff/User 4 on the Staff/User Edit Page.)

*Note: This process will need to be repeated for each of your staff that will access CalOMS Prevention or run programs that will be reported in this system.

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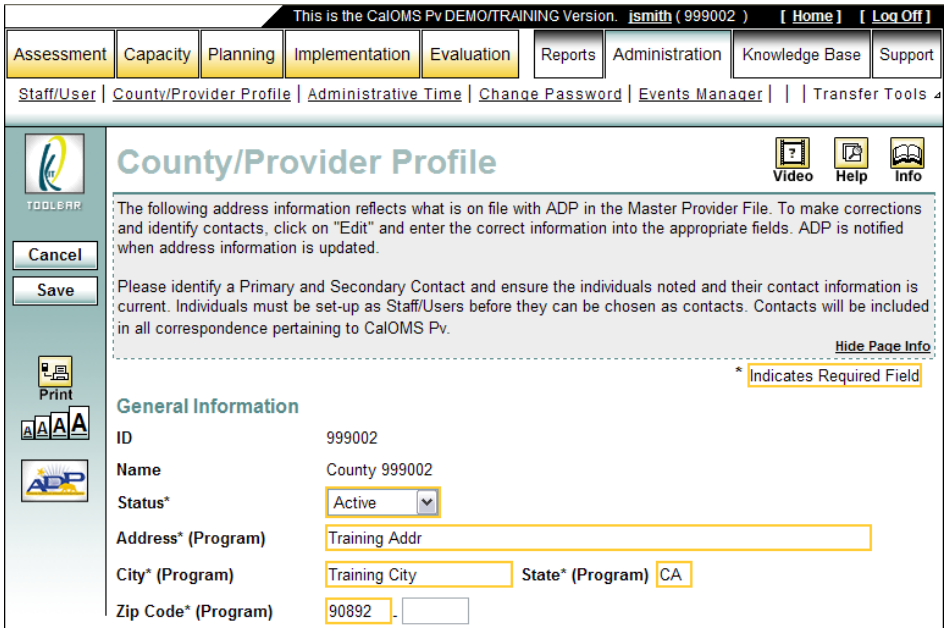
County/Provider Profile

A County/Provider ID has been created for you in CalOMS Prevention and some fictitious contact information has been preloaded. Edit this information and Save when you are done.

- Practice editing the County/provider Information screen. Add yourself as the Primary Contact.


This is the CalOMS Pv DEMO/TRAINING Version. jsmith (999002) [Home] [Log Off]
Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Staff/User | County/Provider Profile | Administrative Time | Change Password | Events Manager | | Transfer Tools
TOOLBAR
Cancel
Save
Print
County/Provider Profile
Video
Help
Info
The following address information reflects what is on file with ADP in the Master Provider File. To make corrections and identify contacts, click on "Edit" and enter the correct information into the appropriate fields. ADP is notified when address information is updated.
Please identify a Primary and Secondary Contact and ensure the individuals noted and their contact information is current. Individuals must be set-up as Staff/Users before they can be chosen as contacts. Contacts will be included in all correspondence pertaining to CalOMS Pv.
Hide Page Info
* Indicates Required Field
General Information
ID 999002
Name County 999002
Status* Active
Address* (Program) Training Addr
City* (Program) Training City
State* (Program) CA
Zip Code* (Program) 90892

(This is a partial screenshot displaying a County/Provider Profile Edit Page)

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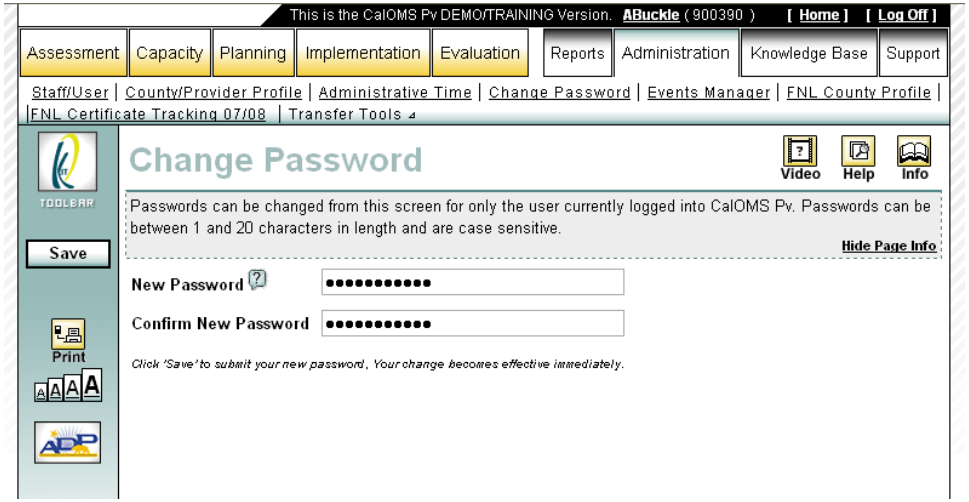
Change Password

When a user accesses the training site for the first time they use their training provider number, a default username ‘admin’ with the password of ‘pass’. Change the default password to one of your own.


This is the CalOMS Pv DEMO/TRAINING Version. ABuckle (900390) [Home] [Log Off]
Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Staff/User | County/Provider Profile | Administrative Time | Change Password | Events Manager | FNL County Profile | FNL Certificate Tracking 07/08 | Transfer Tools
TOOLBAR
Save
Print
Change Password
Video
Help
Info
Passwords can be changed from this screen for only the user currently logged into CalOMS Pv. Passwords can be between 1 and 20 characters in length and are case sensitive.
Hide Page Info
New Password
Confirm New Password
Click 'Save' to submit your new password. Your change becomes effective immediately.

(This is a sample screenshot displaying the Change Password Page.)

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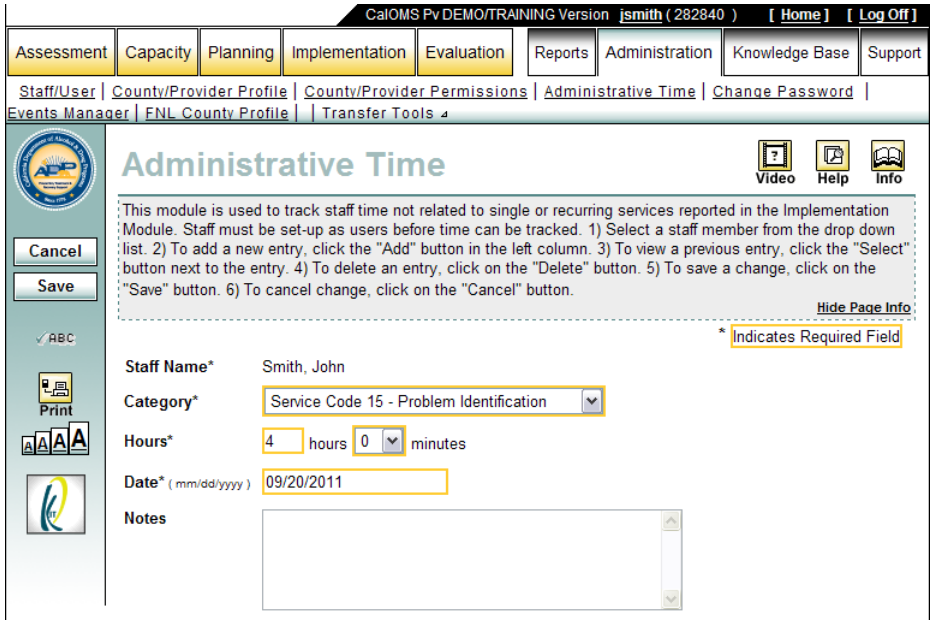
Administrative Time

Scenarios:

You have the option to enter your time that is not directly related to a service. This can range from entering data in CalOMS Prevention to attending trainings.

Admin Time 1:		Admin Time 2:	
Staff Name:	Brian Jones	Staff Name:	Laurie Scott
Category:	Service Code 13	Category:	Other duties
Hours:	6hrs. 30min.	Hours:	3hrs. 45min.
Date:	09/21/2011	Date:	09/19/2011

Admin Time 3:		Admin Time 4:	
Staff Name:	John Smith	Staff Name:	John Smith
Category:	Service Code 15	Category:	Service Code 13
Hours:	4hrs.	Hours:	5hrs. 45min.
Date:	09/20/2011	Date:	09/21/2011


CalOMS Pv DEMO/TRAINING Version jsmith (282840) [Home] [Log Off]
Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Staff/User | County/Provider Profile | County/Provider Permissions | Administrative Time | Change Password | Events Manager | FNL County Profile | | Transfer Tools
Administrative Time
Video
Help
Info
This module is used to track staff time not related to single or recurring services reported in the Implementation Module. Staff must be set-up as users before time can be tracked. 1) Select a staff member from the drop down list. 2) To add a new entry, click the "Add" button in the left column. 3) To view a previous entry, click the "Select" button next to the entry. 4) To delete an entry, click on the "Delete" button. 5) To save a change, click on the "Save" button. 6) To cancel change, click on the "Cancel" button.
Hide Page Info
Cancel
Save
Print
* Indicates Required Field
Staff Name*
Smith, John
Category*
Service Code 15 - Problem Identification
Hours*
4
hours
0
minutes
Date* (mm/dd/yyyy)
09/20/2011
Notes

(This is a screenshot displaying Admin Time 3 on the Administrative Time Edit Page)

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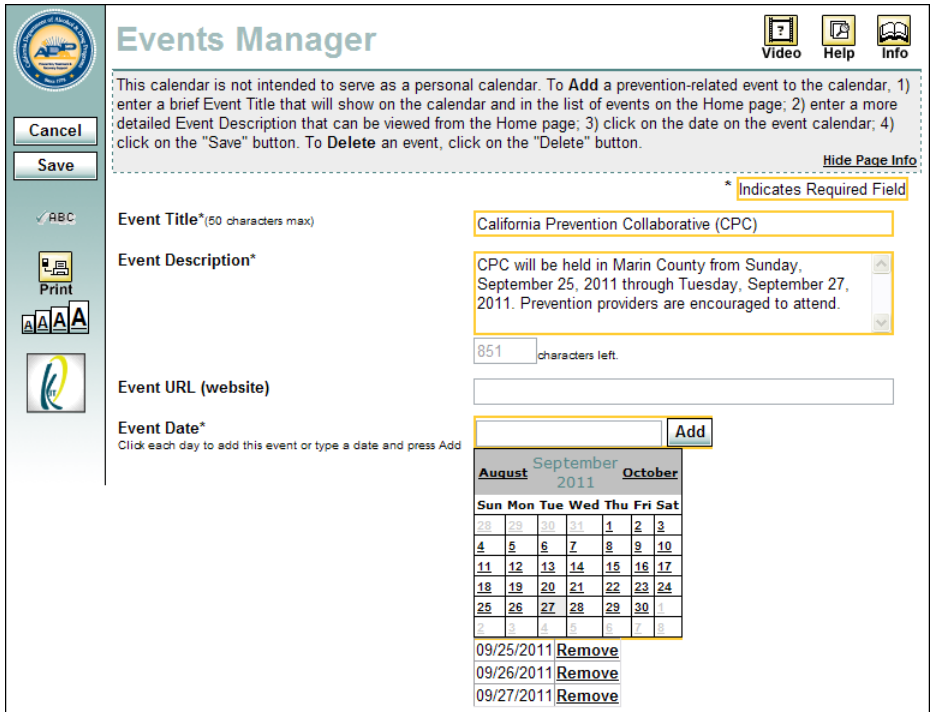
Events Manager

Scenarios:

Use the information below to enter in a few events.

Event 1:	
Event Title:	California Prevention Collaborative (CPC)
Event Description:	CPC will be held in Marin County from Sunday, September 25, 2011 through Tuesday, September 27, 2011. Prevention providers are encouraged to attend.
Event Date:	9/25/2011
	9/26/2011
	9/27/2011

Event 2:	
Event Title:	Mandatory Prevention Providers' Meeting
Event Description	Mandatory meeting held at the Napa Co. AOD Office from 10:00 – 3:00 on Oct 4, 2011.
Event Date:	10/4/2011


Events Manager
Video
Help
Info
Cancel
Save
Print
This calendar is not intended to serve as a personal calendar. To Add a prevention-related event to the calendar, 1) enter a brief Event Title that will show on the calendar and in the list of events on the Home page; 2) enter a more detailed Event Description that can be viewed from the Home page; 3) click on the date on the event calendar; 4) click on the "Save" button. To Delete an event, click on the "Delete" button.
Hide Page Info
* Indicates Required Field
Event Title*(50 characters max)
California Prevention Collaborative (CPC)
Event Description*
CPC will be held in Marin County from Sunday, September 25, 2011 through Tuesday, September 27, 2011. Prevention providers are encouraged to attend.
851 characters left.
Event URL (website)
Event Date*
Click each day to add this event or type a date and press Add
Add
August
September 2011
October
Sun Mon Tue Wed Thu Fri Sat
28 29 30 31 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 1
2 3 4 5 6 7 8
09/25/2011 Remove
09/26/2011 Remove
09/27/2011 Remove

(This is a screenshot displaying Event 1 on the Events Manager Edit Page.)

Tips

- If the date has already occurred, the Event will not appear on the Home page. Try using the current or an upcoming month in order to see the Event appear on the Home page.

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KNOWLEDGE BASE

Prevention 101

Scenario:

You would like to know what the definitions of the **five (5) Strategic Prevention Framework (SPF) steps** are from SAMHSA. Go to the Prevention 101 section and look up the steps on the five (5) SPF steps.

Library

Scenario:

You are adding in new staff members into CalOMS Prevention and are unsure what permissions to give your staff members. Go to the Library section and review the **Default Permission Matrix** document.

Web Sources

Scenario:

Go to the Web Sources section and find the **Data Sources** web site for the **California Healthy Kids Survey**.

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Coalition/Partnership Management

There are three categories under Coalition/Partnership Management. Within Coalition/Partnership Management, a county/provider is able to register their partnerships/coalitions, the members of the coalitions, and the subcommittees of those coalitions.

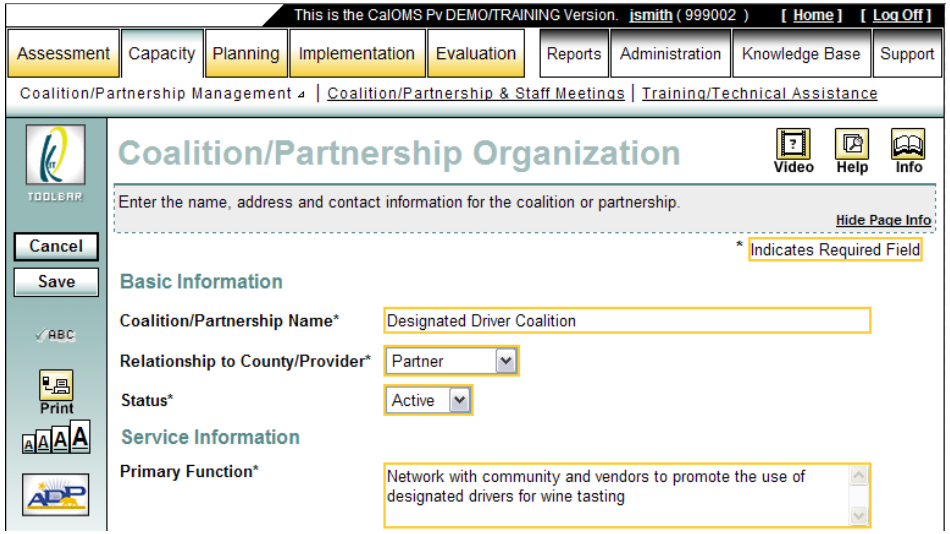
Registering a Coalition/Partnership Organization

Scenarios:

Use the information below to register a few coalitions.

Coalition 1:	
Coalition Name:	Designated Driver Coalition
Relationship:	Partner
Status:	Active
Primary Function:	Network with community and vendors to promote the use of designated drivers for wine tasting
First Name:	Jack
Last Name:	Strong
Address:	1234 Sesame Street
City:	Napa
Zip Code:	94558
Phone:	707-555-1234
Fax:	707-555-1269

Coalition 2:	
Coalition Name:	Methamphetamine Task Force
Relationship:	Partner
Status:	Active
Primary Function:	Raise awareness regarding the risks of methamphetamine use.
First Name:	Helen
Last Name:	Stone
Phone:	707-555-1964



(This is a partial screenshot displaying Coalition 1 on the Coalition/Partnership Edit Page)

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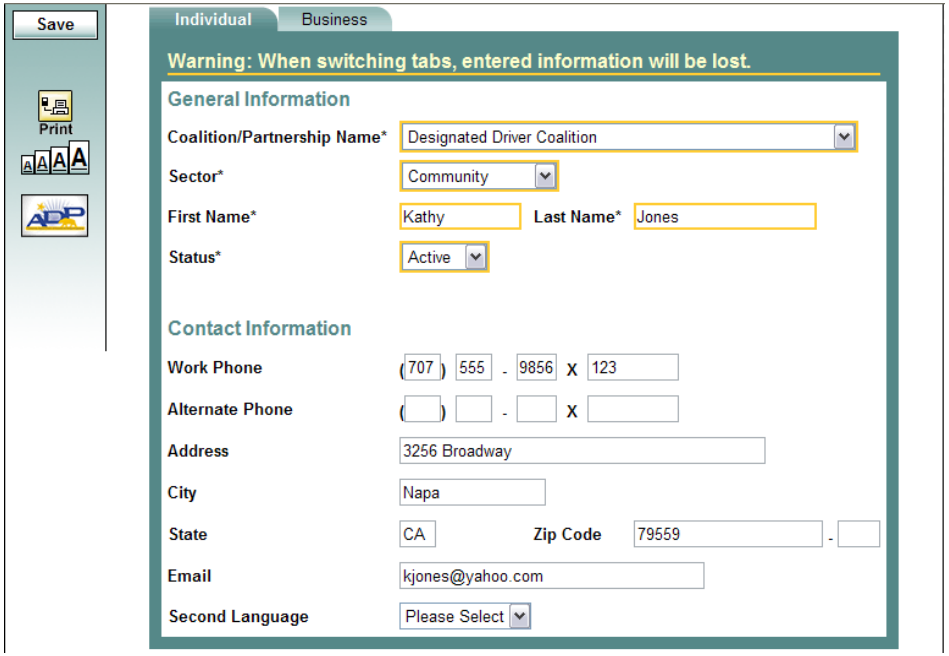
Registering a Coalition/Partnership Member

Scenario 1:

Use the following information to enter in an Individual coalition/partnership member.

Individual Member 1:	
Coalition/Partnership:	Designated Driver Coalition
First Name:	Kathy
Last Name:	Jones
Sector:	Community
Status:	Active
Work Phone:	707-555-9856 x123
Address:	3256 Broadway Napa, CA 79559
Email:	kjones@yahoo.com

Individual Member 2:	
Coalition/Partnership:	Methamphetamine Task Force
First Name:	Kim
Last Name:	Fields
Sector:	Community
Status:	Active
Work Phone:	707-555-5897
Alternative Phone:	707-555-7136
Address:	6543 Long Road Yountville, CA 95786
Email:	kim@home.org



(This is a screenshot displaying Individual Member 1 on the Coalition/Partnership Edit Page)

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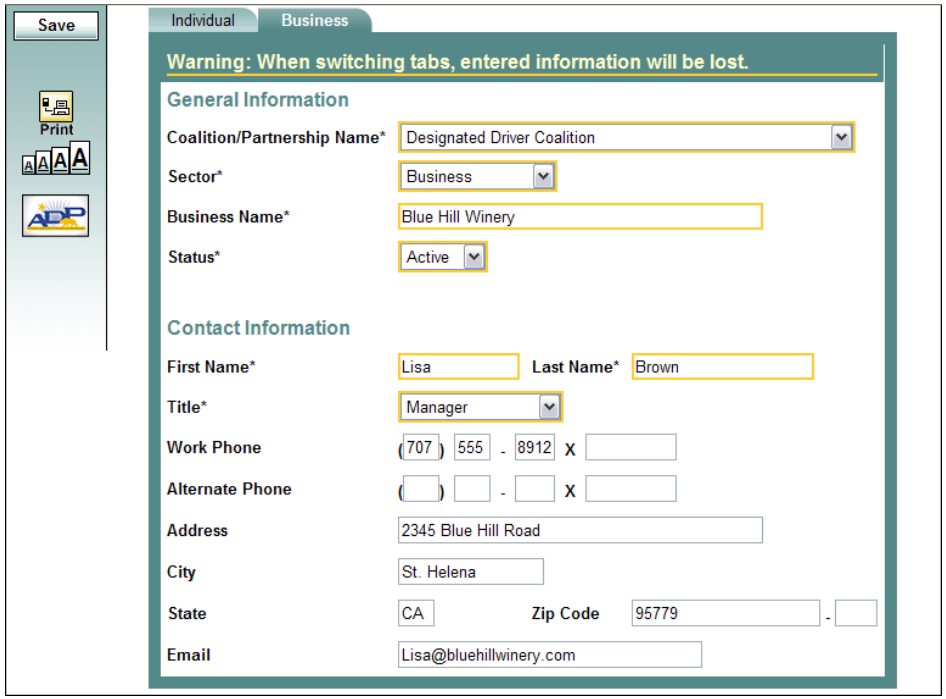
Scenario 2:

Use the following information to enter a Business coalition/partnership member.

Business Member 1:	
Coalition/Partnership:	Designated Driver Coalition
Business Name:	Blue Hill Winery
Sector:	Business
Status:	Active
First Name:	Lisa
Last Name:	Brown
Title:	Manager
Work Phone:	707-555-8912
Address:	2345 Blue Hill Road St. Helena, CA 95779
Email:	Lisa@bluehillwinery.com



(This is a screenshot displaying Business Member 1 on the Coalition/Partnership Edit Page)

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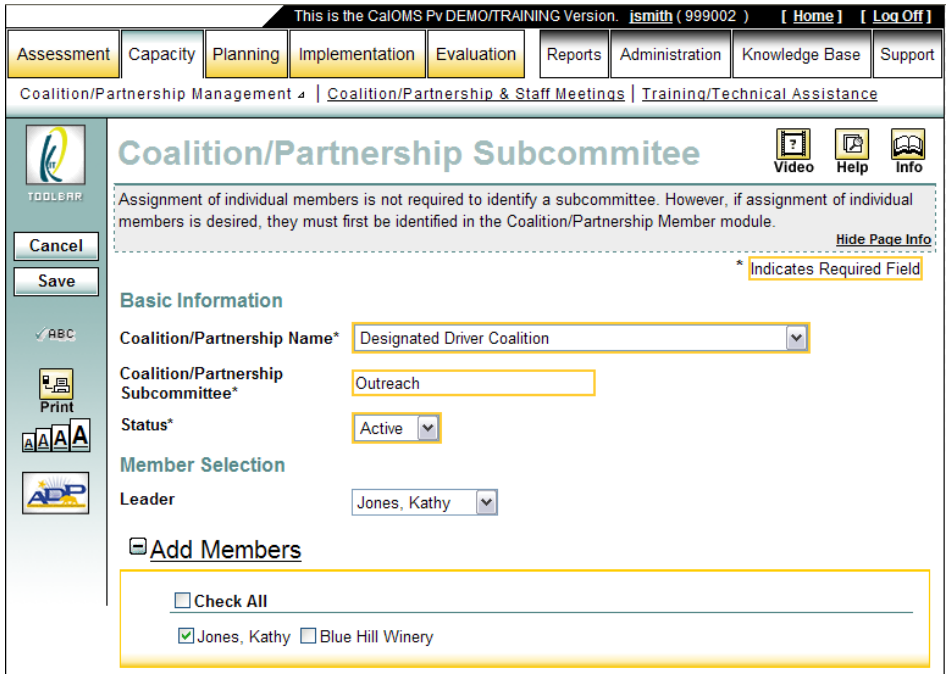
Registering a Coalition/Partnership Subcommittee

Scenario:

	Subcommittee 1:
Coalition/Partnership:	Designated Driver Coalition
Subcommittee:	Outreach
Status:	Active
Leader:	Kathy Jones
Add Members:	Kathy Jones



(This is a screenshot displaying Subcommittee 1 on the Coalition/Partnership Edit Page)

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Coalition/Partnership & Staff Meetings

Scenario 1:

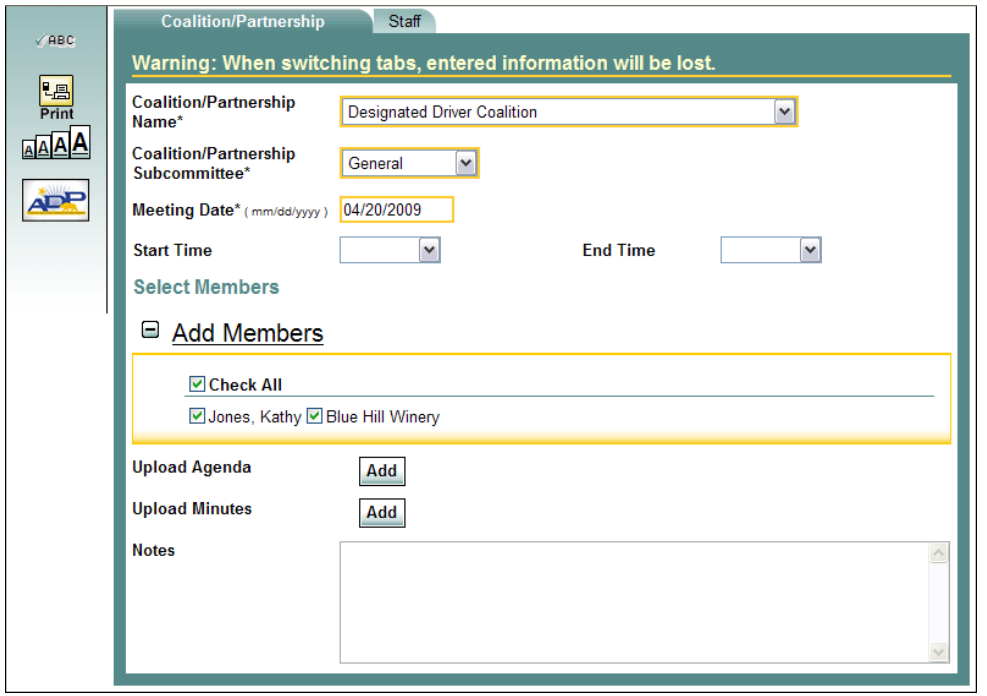
Use the following information to enter a Staff Meeting.

Meeting Date:	09/27/2011
Start Time:	3PM
End Time:	4PM
Add Members:	All, except John Smith
Notes:	Weekly staff meeting. Discussed work plan and individual assignments.

Scenario 2:

Use the following information to enter a Coalition Meeting.

Coalition/Partnership:	Designated Driver Coalition
Subcommittee:	General
Meeting Date:	09/20/2011
Add Members:	Check All



(This is a screenshot displaying Scenario 2 on the Coalition/Partnership Edit Page)

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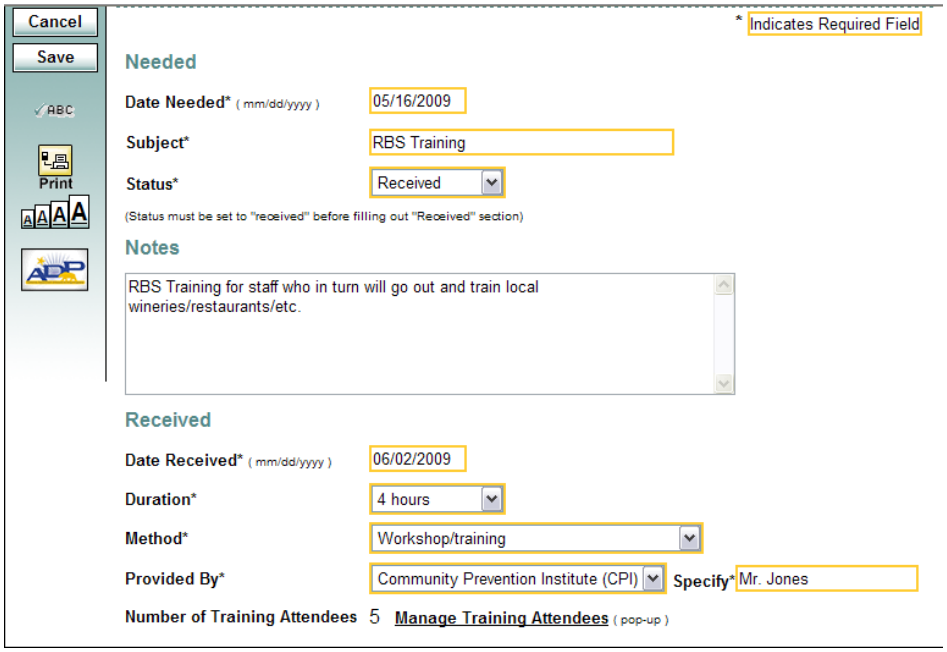
Training/Technical Assistance

Scenarios:

Use the following information to enter trainings.

Training/TA 1:	
Date Needed:	12/9/2011
Subject:	Prevention Specialist Training
Status:	Pending
Notes:	Would like all prevention staff to attend specialist training.

Training/TA 2:	
Date Needed:	10/14/2011
Subject:	RBS Training
Status:	Received
Notes:	RBS Training for staff who in turn will go out and train local wineries/restaurants/etc.
Date Received:	10/24/2011
Duration:	4 hours
Method:	Workshop/Training
Provided By:	Community Prevention Institute: Mr. Jones
Training Attendees:	Check All Staff Members


Cancel
Save
Print
* Indicates Required Field
Needed
Date Needed* (mm/dd/yyyy) 05/16/2009
Subject* RBS Training
Status* Received
(Status must be set to "received" before filling out "Received" section)
Notes
RBS Training for staff who in turn will go out and train local wineries/restaurants/etc.
Received
Date Received* (mm/dd/yyyy) 06/02/2009
Duration* 4 hours
Method* Workshop/training
Provided By* Community Prevention Institute (CPI) Specify* Mr. Jones
Number of Training Attendees 5 Manage Training Attendees (pop-up)

(This is a screenshot displaying Training/TA 2 on the Training/Technical Assistance Edit Page)

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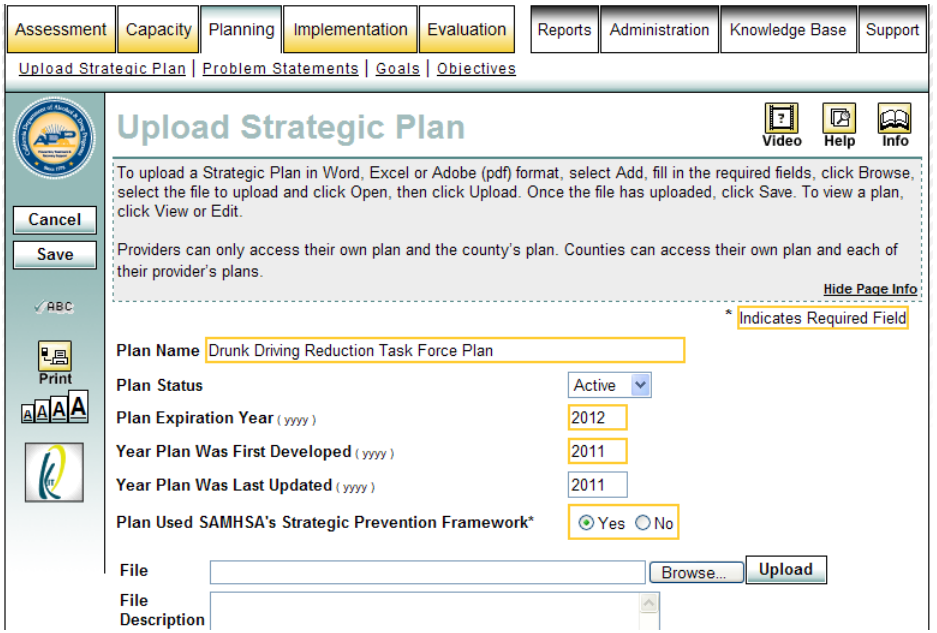
Upload Strategic Plan

This is a county level requirement.

Scenario 1:

Enter a plan name and plan information for the strategic plan that you will upload to guide the work that your provider will do.

Plan Name	Drunk Driving Reduction Task Force Plan
Plan Status	Active
Plan Expiration Year	2012
Year Plan was First Developed	2011
Year Plan was Last Updated	2011
Does Plan use SAMHSA's strategic Prevention Framework?	Yes


Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Upload Strategic Plan | Problem Statements | Goals | Objectives
Upload Strategic Plan
Video
Help
Info
To upload a Strategic Plan in Word, Excel or Adobe (pdf) format, select Add, fill in the required fields, click Browse, select the file to upload and click Open, then click Upload. Once the file has uploaded, click Save. To view a plan, click View or Edit.
Providers can only access their own plan and the county's plan. Counties can access their own plan and each of their provider's plans.
Hide Page Info
Cancel
Save
Print
* Indicates Required Field
Plan Name
Drunk Driving Reduction Task Force Plan
Plan Status
Active
Plan Expiration Year (yyyy)
2012
Year Plan Was First Developed (yyyy)
2011
Year Plan Was Last Updated (yyyy)
2011
Plan Used SAMHSA's Strategic Prevention Framework*
Yes
No
File
Browse...
Upload
File Description

(This is a sample screenshot displaying the Strategic Plan Edit Page. This is a partial screenshot.)

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Problem Statement

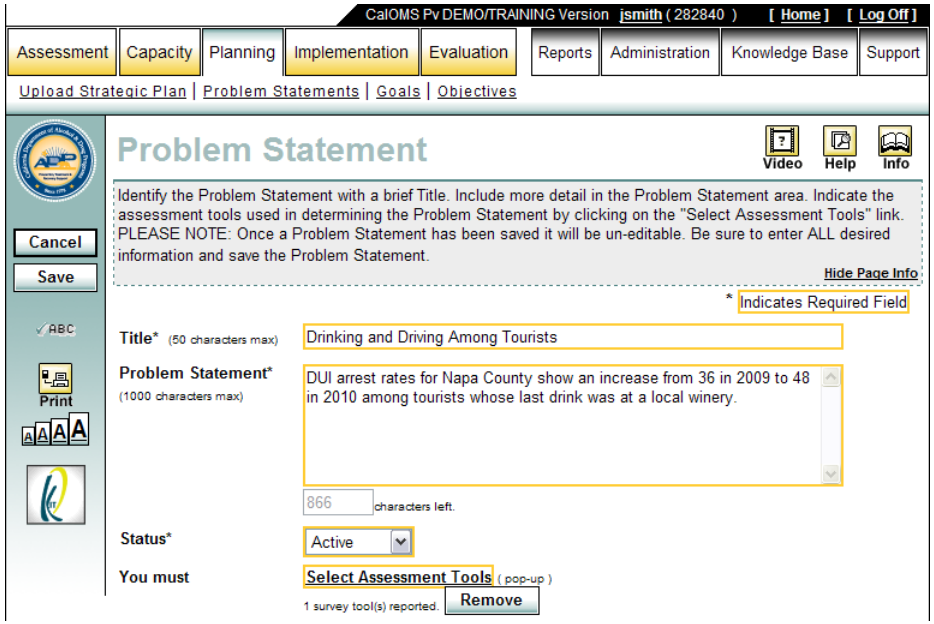
This is a county level requirement.

Scenarios:

Use the following information to enter Problem Statements.

Problem Statement 1:	
Title:	Drinking and Driving Among Tourists
Statement:	DUI arrest rates for Napa County show an increase from 36 in 2009 to 48 in 2010 among tourists whose last drink was at a local winery.
Status	Active
Assessment Tools:	Local/State Data Sources: City police department arrest records

Problem Statement 2:	
Title:	Increased Methamphetamine Use Among Youth
Statement:	School records (suspension, expulsion, counselor documentation) from 2010 indicate methamphetamine use among students at Sequoia High School.
Status	Active
Assessment Tools:	Surveys: Student Surveys Other Data Sources: Student interviews


CalOMS Pv DEMO/TRAINING Version jsmith (282840) [Home] [Log Off]
Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base
Support
Upload Strategic Plan | Problem Statements | Goals | Objectives
Problem Statement
Video
Help
Info
Identify the Problem Statement with a brief Title. Include more detail in the Problem Statement area. Indicate the assessment tools used in determining the Problem Statement by clicking on the "Select Assessment Tools" link. PLEASE NOTE: Once a Problem Statement has been saved it will be un-editable. Be sure to enter ALL desired information and save the Problem Statement.
Hide Page Info
Cancel
Save
Print
* Indicates Required Field
Title* (50 characters max)
Drinking and Driving Among Tourists
Problem Statement*
(1000 characters max)
DUI arrest rates for Napa County show an increase from 36 in 2009 to 48 in 2010 among tourists whose last drink was at a local winery.
866
characters left.
Status*
Active
You must
Select Assessment Tools (pop-up)
1 survey tool(s) reported.
Remove

(This is a screenshot displaying Problem Statement 1 on the Problem Statement Edit Page)

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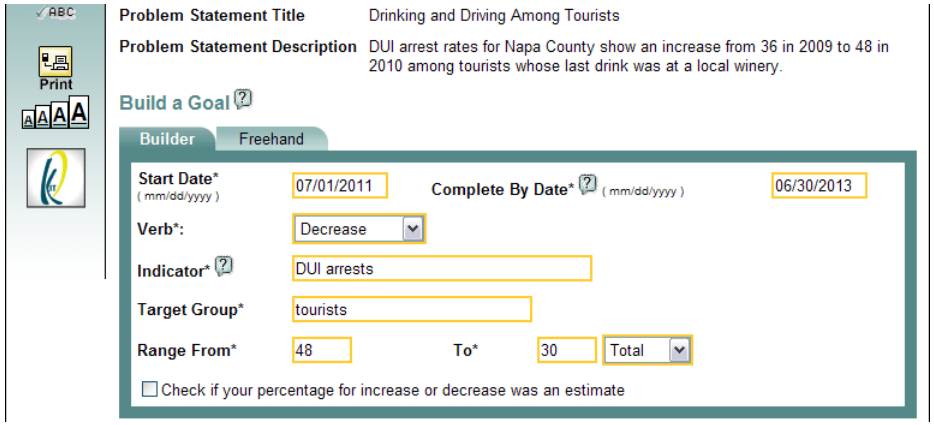
Goals

This is a county level requirement.

Scenario 1:

Enter Goals using the Builder tab.

Builder Goal 1:	
Problem Statement:	Drinking and Driving Among Tourists
Start Date:	07/01/2011
Complete By Date:	06/30/2013
Verb:	Decrease
Indicator:	DUI arrests
Target Group:	tourists
Range From:	48
Range To:	30
	Total
Measurement Indicator To Be Used:	Alcohol beverage service policies and practices, DUI arrest rates, perceived risk of arrest, driving under the influence
Measurement Tool(s):	Surveys: Alcohol service risk assessments Local/State Data Sources: Police data
Responsible Party:	Program Staff



(This is a partial screenshot displaying Builder Goal 1 on the Goals Edit Page)

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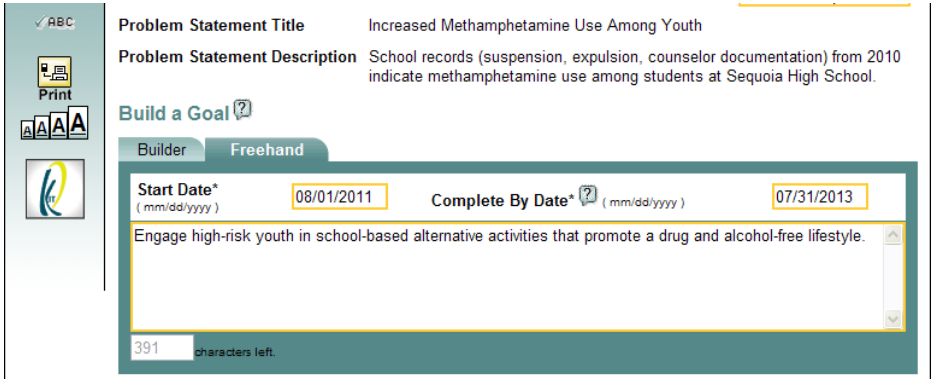
Scenario 2:

Enter Goals using the Freehand tab.

Freehand Goal 1:	
Problem Statement:	Increased Methamphetamine Use Among Youth
Start Date:	08/01/2011
Complete By Date:	07/31/2013
Goal:	Engage high-risk youth in school-based alternative activities that promote a drug and alcohol-free lifestyle.
Measurement Indicator To Be Used:	Perception of harm/risk, school grades
Measurement Tool(s):	Surveys: Student Surveys Service Program data Other Data Source: Interviews with students
Responsible Party:	Program Staff and Schools

Freehand Goal 2:	
Problem Statement:	Increased Methamphetamine Use Among Youth
Start Date:	08/01/2011
Complete By Date:	07/31/2013
Goal:	Increase awareness among students and parents of the risks associated with methamphetamine use.
Measurement Indicator To Be Used:	Age of First Use, perception of harm/risk
Measurement Tool(s):	Surveys: Student Surveys Other Data Source: Interviews with students
Responsible Party:	Program Staff and Schools



(This is a partial screenshot displaying Freehand Goal 1 on the Goals Edit Page)

Tips

- The new fields pertaining to the evaluation module currently do not have any data associated with them. Please use your own data for this section.

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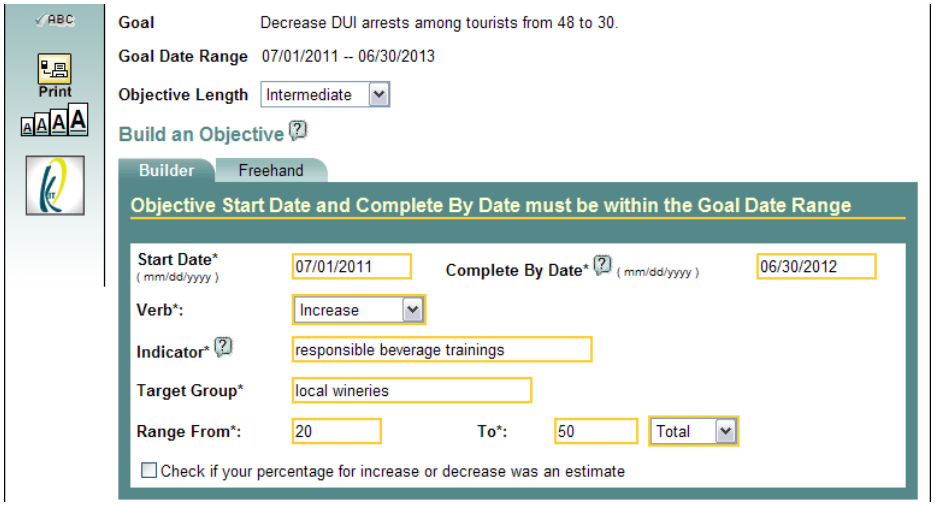
Objectives

This is a county level requirement.

Scenario 1:

Enter Objectives using the Builder tab.

Builder Objective 1:	
Problem Statement:	Drinking and Driving Among Tourists
Goal:	Decrease DUI arrests among tourists from 48 to 30
Objective Length:	Intermediate
Start Date:	07/01/2011
Complete By Date:	06/30/2012
Verb:	Increase
Indicator:	responsible beverage trainings
Target Group:	local wineries
Range From:	20
Range To:	50 (Total)
Assign Objective to Providers:	Place your County/Provider into the Assigned Providers List for all Objectives
Measurement Indicator To Be Used:	DUI arrest rates, perceived risk of arrest, driving under the influence, public awareness of consequences
Measurement Tool(s):	Surveys: Alcohol service risk assessments Local/State Data Sources: Police data
Responsible Party:	Program Staff Check the box indicating that the percentage is an estimate.



(This is a partial screenshot displaying Builder Objective 1 on the Objectives Listing Page)

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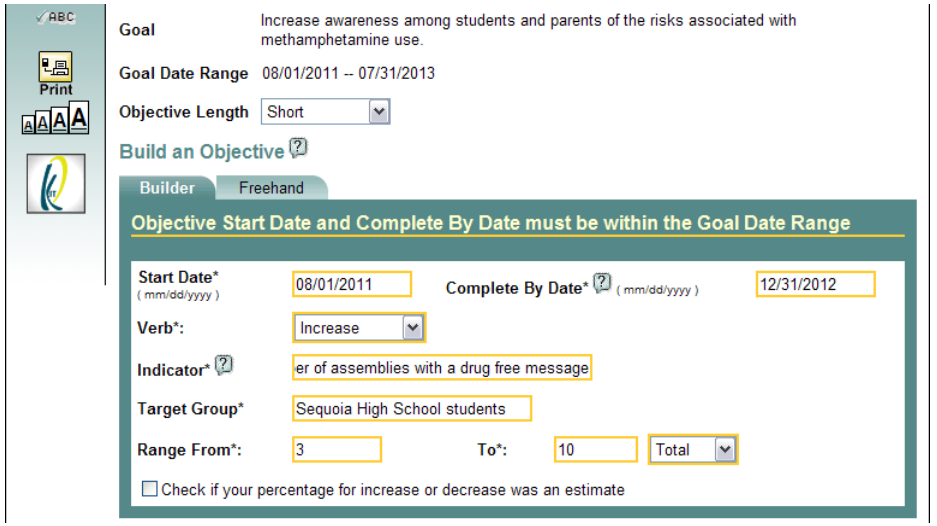
Builder Objective 2:	
Problem Statement:	Increased Methamphetamine Use Among Youth
Goal:	Engage high-risk youth in school-based alternative activities that promote a drug and alcohol-free lifestyle
Objective Length:	Short
Start Date:	08/01/2011
Complete By Date:	07/31/2012
Verb:	Increase
Indicator:	enrollment in Friday Night Live
Target Group:	high-risk youth
Range From:	10%
Range To:	20% (Percent)
Assign Objective to Providers:	Place your County/Provider into the Assigned Providers List for all Objectives
Measurement Indicator To Be Used:	Perception of harm/risk, school grades
Measurement Tool(s):	Surveys: Student Surveys; Other Data Sources: Interviews with students; Service Program data
Responsible Party:	Program Staff and Schools

Builder Objective 3:	
Problem Statement:	Increased Methamphetamine Use Among Youth
Goal:	Increase awareness among students and parents of the risks associated with methamphetamine
Objective Length:	Short
Start Date:	08/01/2011
Complete By Date:	12/31/2012
Verb:	Increase
Indicator:	number of assemblies with a drug free message
Target Group:	Sequoia High School students
Range From:	3
Range To:	10 (Total)
Assign Objective to Providers:	Place your County/Provider into the Assigned Providers List for all Objectives
Measurement Indicator To Be Used:	Age of First Use, perception of harm/risk
Measurement Tool(s):	Other Data Sources: Interviews with students, Media campaigns; Surveys: Student Surveys
Responsible Party:	Program Staff and Schools



(This is a partial screenshot displaying Builder Objective 3 on the Objectives Listing Page)

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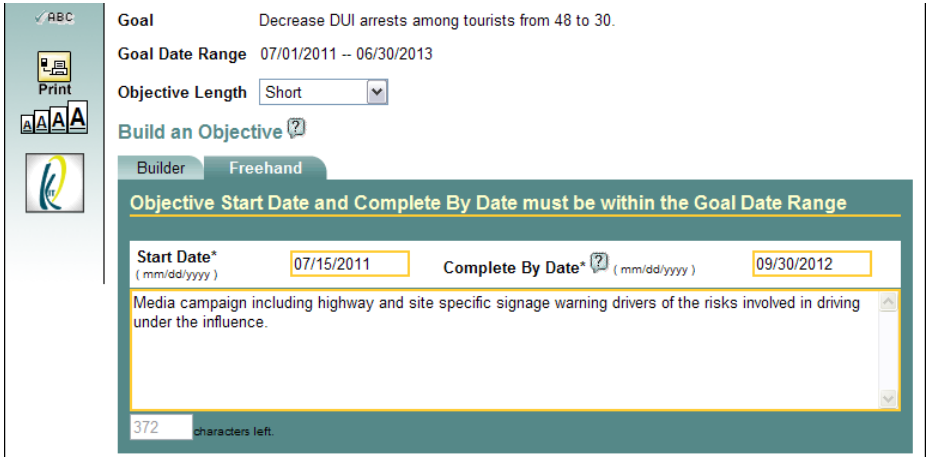
Scenario 2:

Enter Objectives using the Freehand tab.

Freehand Objective 1:	
Problem Statement:	Drinking and Driving Among Tourists
Goal:	Decrease DUI arrests among tourists from 48 to 30
Objective Length:	Short
Start Date:	07/15/2011
Complete By Date:	09/30/2012
Objective:	Media campaign including highway and site specific signage warning drivers of the risks involved in driving under the influence.
Assign Objective to Providers:	Place your County/Provider into the Assigned Providers List for all Objectives
Measurement Indicator To Be Used:	Alcohol beverage service policies and practices, DUI arrest rates, perceived risk of arrest, public awareness of consequences
Measurement Tool(s):	Surveys: Alcohol service risk assessments; Local/State Data Sources: Police data
Responsible Party:	Program Staff

Freehand Objective 2:	
Problem Statement:	Increased Methamphetamine Use Among Youth
Goal:	Increase awareness among students and parents of the risks associated with methamphetamine
Objective Length:	Intermediate
Start Date:	08/01/2011
Complete By Date:	07/31/2012
Objective:	Implement a curriculum based program that families can be referred to once a student has been identified as engaging in high risk activities that may also be a sign of methamphetamine use.
Assign Objective to Providers:	Place your County/Provider into the Assigned Providers List for all Objectives
Measurement Indicator To Be Used:	Age of First Use, perception of harm/risk
Measurement Tool(s):	Surveys: Student Surveys; Other Data Sources: Interviews with students; Service Program data
Responsible Party:	Program Staff and Schools



(This is a partial screenshot displaying Freehand Objective 1 on the Objectives Listing Page)

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Program Management

There are three categories under Program Management. Within Program Management, a county/provider is able to register their programs, groups, and their participants.

Identifying Programs

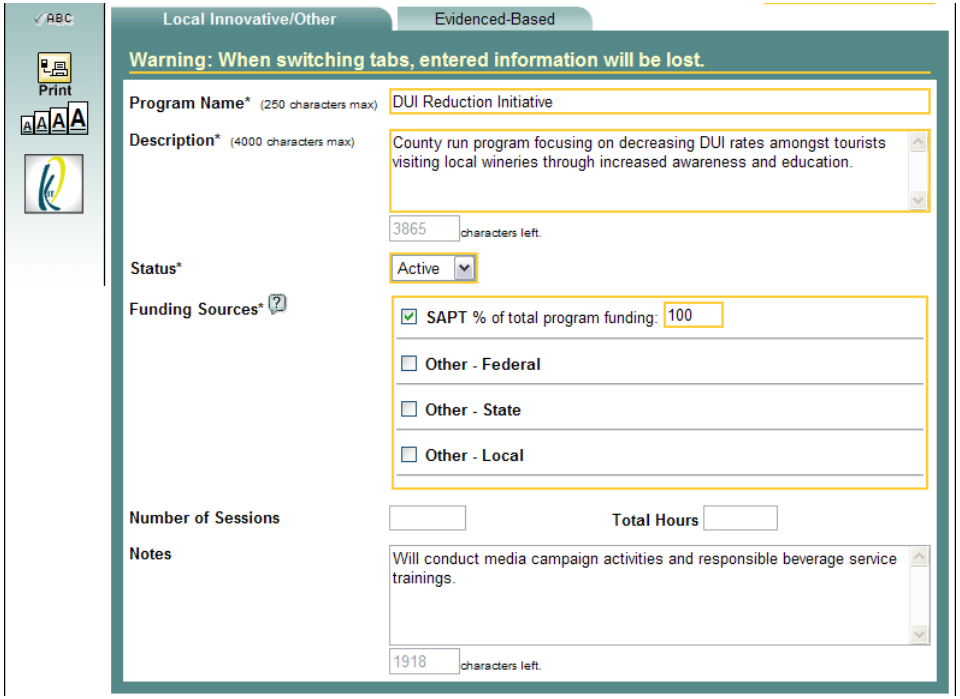
Scenario 1:

Use the following information to add **Local Innovative** programs:

	Local Innovative Program 1:
Program Name:	DUI Reduction Initiative
Description:	County run program focusing on decreasing DUI rates amongst tourists visiting local wineries through increased awareness and education.
Funding Source:	SAPT – 100%
Notes:	Will conduct media campaign activities and responsible beverage service trainings.

	Local Innovative Program 2:
Program Name:	County Administration
Description:	County AOD Prevention Office.
Funding Source:	SAPT – 100%

	Local Innovative Program 3:
Program Name:	Club Live – Fir Middle School
Description:	Program designed for youth aged 12-14 (middle school age) to promote positive messages and empower young people as leaders and community resources.
Funding Source:	Other – State: SDFSC – 100%


Print
Local Innovative/Other
Evidenced-Based
Warning: When switching tabs, entered information will be lost.
Program Name* (250 characters max)
DUI Reduction Initiative
Description* (4000 characters max)
County run program focusing on decreasing DUI rates amongst tourists visiting local wineries through increased awareness and education.
3865 characters left.
Status*
Active
Funding Sources*
SAPT % of total program funding: 100
Other - Federal
Other - State
Other - Local
Number of Sessions
Total Hours
Notes
Will conduct media campaign activities and responsible beverage service trainings.
1918 characters left.

(This is a screenshot displaying Local Innovative Program 1 on the Identify Programs Edit Page)

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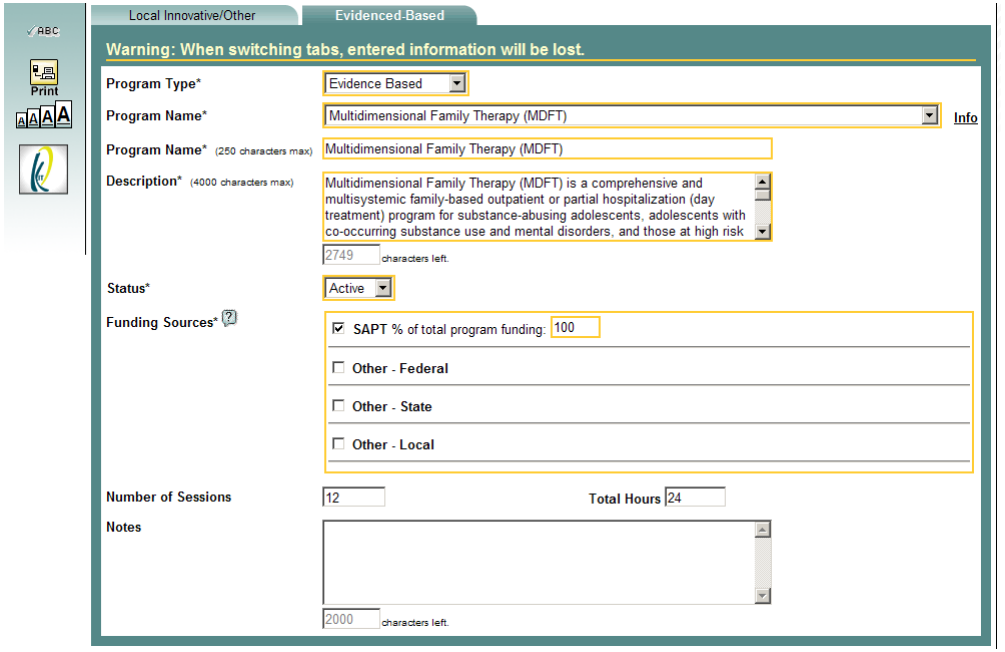
Scenario 2:

Use the following information to add **Evidenced-Based** programs:

Program Type:	Evidenced-Based
Program Name:	Multidimensional Family Therapy
Description:	Click the Info link to obtain the Program Description
Funding Source:	SAPT – 100%
Number of Sessions:	12
Total Hours:	24



(This is a partial screenshot displaying Evidenced-Based Program 1 on the Identify Programs Edit Page)

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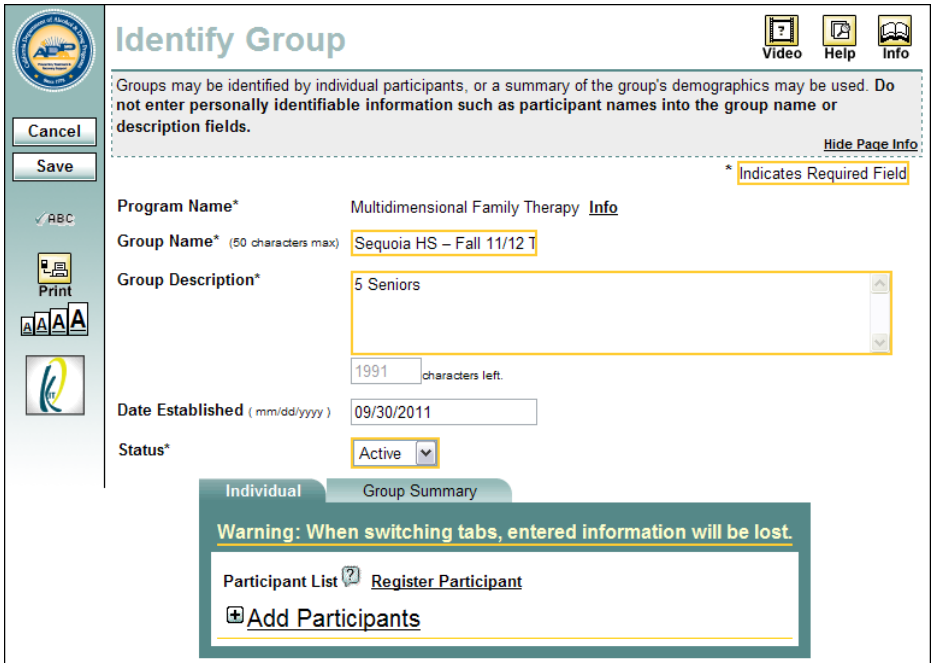
Identifying Groups

Scenario 1:

Use the following information to enter in a **Individual** groups:

Individual Group 1:	
Program Name:	Multidimensional Family Therapy
Group Name:	Sequoia HS – Fall 11/12 Term
Group Description:	5 Seniors
Date Established:	09/30/2011
Add Participants:	(will be done using the Identify Participants page)

Individual Group 2:	
Program Name:	Multidimensional Family Therapy
Group Name:	Sequoia HS – Spring 11/12 Term
Group Description:	5 Seniors
Date Established:	01/31/2012
Add Participants:	(see Scenario 2)



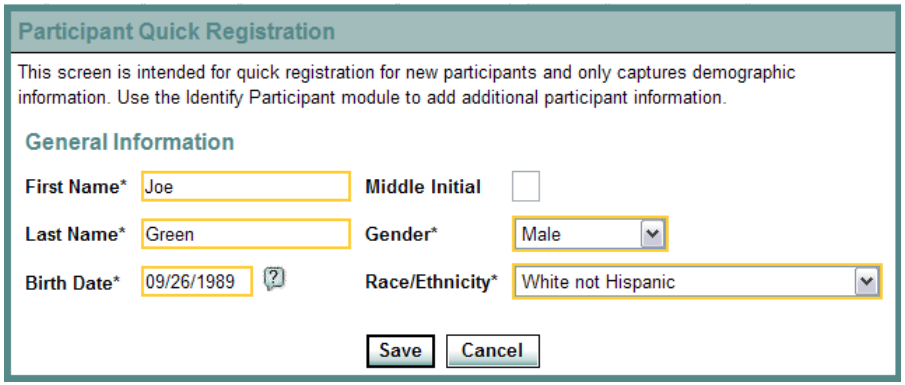
(This is a partial screenshot displaying Individual Group 2 on the Identify Groups Edit Page)

Scenario 2:

Use the following information to **register a participant** from the Identify Groups module into an Individual Group.

- Click the **Register Participant** link

Name:	Joe Green
Gender:	Male
Birthdate:	09/26/1993
Race/Ethnicity:	White not Hispanic



(This is a screenshot displaying Participant 1 on the Participant Quick Registration Edit Page)

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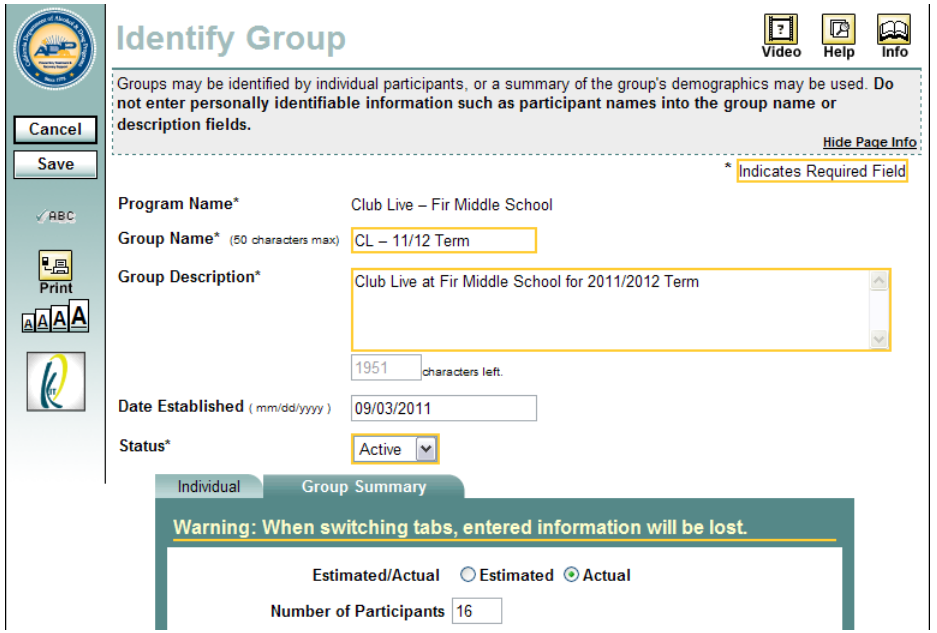
Scenario 3:

Use the following information to enter in **Group Summary** groups:

Program Name:	Club Live – Fir Middle School		
Group Name:	CL – 11/12 Term	Date Established:	09/03/2011
Group Description:	Club Live at Fir Middle School for 2011/2012 Term		

Estimated/Actual: Actual	
Number of Participants: 16	
Participants by Race/Ethnicity	Participants By Gender
White not Hispanic: 2	Male: 9
Native Am or Alaska Native: 4	Female: 7
Asian or Asian American: 3	Participants By Age Group
African American: 1	12-14: 16
Native Hawaiian or Pacific Islander: 5	
Hispanic or Latino: 1	



(This is a partial screenshot displaying Group Summary Group 1 on the Identify Groups Edit Page)

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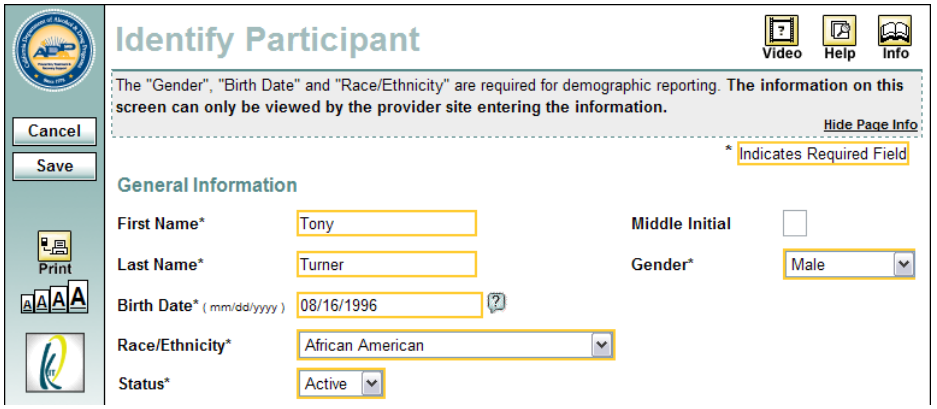
Identifying Participants

Scenarios:

Use the following information to enter participants and add them to their appropriate groups that you have recently created.

Multidimensional Family Therapy - - Sequoia HS - Fall		Multidimensional Family Therapy - - Sequoia HS - Spring	
Participant 1:		**Participant 5:**	
Name:	Grace Gutierrez	Name:	Grant Gooding
Gender:	Female	Gender:	Male
Birth Date:	12/19/1993	Birth Date:	02/23/1994
Race/Ethnicity:	Hispanic or Latino	Race/Ethnicity:	Multiracial or Multiethnic
Status:	Active	Status:	Active
Participant 2:		**Participant 6:**	
Name:	Tony Turner	Name:	Kim May
Gender:	Male	Gender:	Male
Birth Date:	08/16/1993	Birth Date:	07/07/1993
Race/Ethnicity:	African American	Race/Ethnicity:	Asian or Asian Am
Status:	Active	Status:	Active
Participant 3:		**Participant 7:**	
Name:	Miguel Rodriguez	Name:	Amanda Garcia
Gender:	Male	Gender:	Female
Birth Date:	11/26/1992	Birth Date:	01/27/1994
Race/Ethnicity:	Hispanic or Latino	Race/Ethnicity:	Hispanic or Latino
Status:	Active	Status:	Active
Participant 4:		**Participant 8:**	
Name:	Alicia Moore	Name:	Joan Sharpe
Gender:	Female	Gender:	Female
Birth Date:	05/08/1993	Birth Date:	04/30/1994
Race/Ethnicity:	Multiracial or Multiethnic	Race/Ethnicity:	White not Hispanic
Status:	Active	Status:	Active
Second Language:	Hmong		



(This is a partial screenshot displaying Participant 2on the Identify Participants Edit Page)

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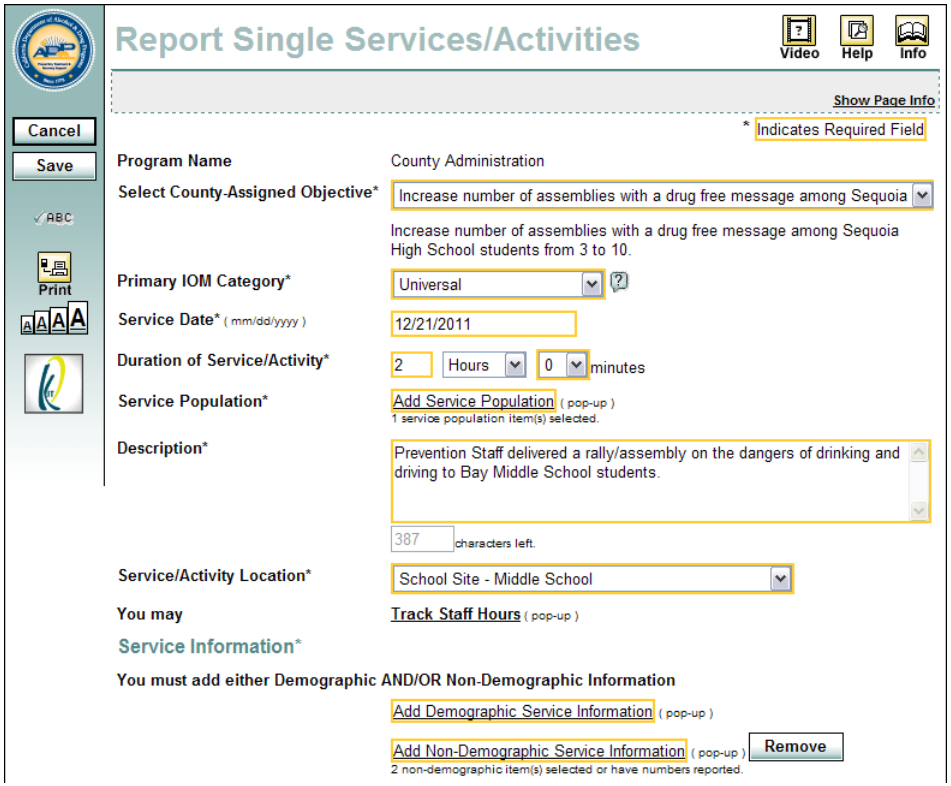
Reporting Single Services/Activities

Scenario 1:

Use the following information to enter in Single Services/Activities for the Program, County Administration.

County Assigned Objective:	Increase number of assemblies with a drug free message among Sequoia High School students form 3 to 10.
Primary IOM Category:	Universal
Date of Service/Activity:	12/21/2011
Duration:	2 Hours
Service Population:	Middle/Jr. High School Students
Description:	Prevention Staff delivered a rally/assembly on the dangers of drinking and driving to Bay Middle School students.
Service/Activity Location:	School Site – Middle School

Non-Demographic Service Information:			
A/V Material Development	☑	A/V Materials Disseminated:	1



(This is a screenshot displaying the Scenario 1 on the Single Service Activities Edit Page)

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Scenario 2:

Use the following information to enter in Single Services/Activities for the Program, DUI Reduction Initiative.

Session 1:	
Objective	Increase responsible beverage trainings among local wineries from 20 to 50.
Primary IOM Category:	Universal
Date of Service/Activity:	08/01/2011
Duration:	3 Hours
Service Population:	Business and Industry Retailers
Description:	Responsible beverage service training for Hillside Winery owners and staff.
Service Location:	Retail Site - Alcohol

Demographic Service Information:	
CSAP Strategy:	Service Code 17 - Environmental
Service Delivered:	Compliance: Training – Commercial Host and Management

Add Summary Information	
Number of Participants: 20 - Actual	
Participants by Race/Ethnicity	Participants By Gender
White Not Hispanic: 10	Male: 12
Native Am or Alaska Native: 2	Female: 8
Asian or Asian American: 1	Participants By Age Group
African American: 2	26 to 44: 15
Native Hawaiian or Pacific Islander: 5	45 to 64: 5

Non-Demographic Service Information:			
Curricula Development:	☑	Curricula Disseminated:	20

Track Staff Hours		
Staff Name:	Direct (hrs.)	Indirect (hrs.)
Brian Jones	3 hours	

(This is a partial screenshot displaying Session 1on the Single Service Activities Edit Page)

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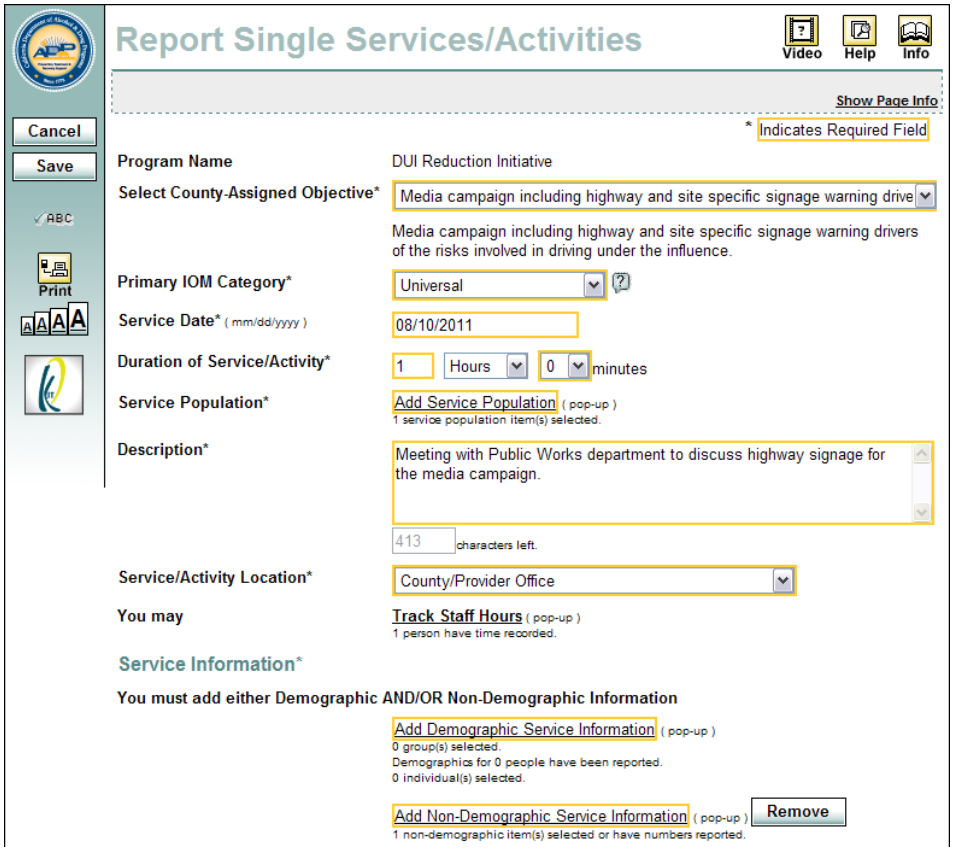
Session 2:	
Objective	Media campaign including highway and site specific signage warning drivers of the risks involved in driving under the influence.
Primary IOM Category:	Universal
Date of Service/Activity:	08/10/2011
Duration:	1 Hours
Service Population:	General Population
Description:	Meeting with Public Works department to discuss highway signage for the media campaign.
Service Location:	County/Provider Office

Non-Demographic Service Information:	
Media Campaign Development:	☑

Track Staff Hours		
Staff Name:	Direct (hrs.)	Indirect (hrs.)
Brian Jones	1 hours	



(This is a partial screenshot displaying Session 2 on the Single Service Activities Edit Page)

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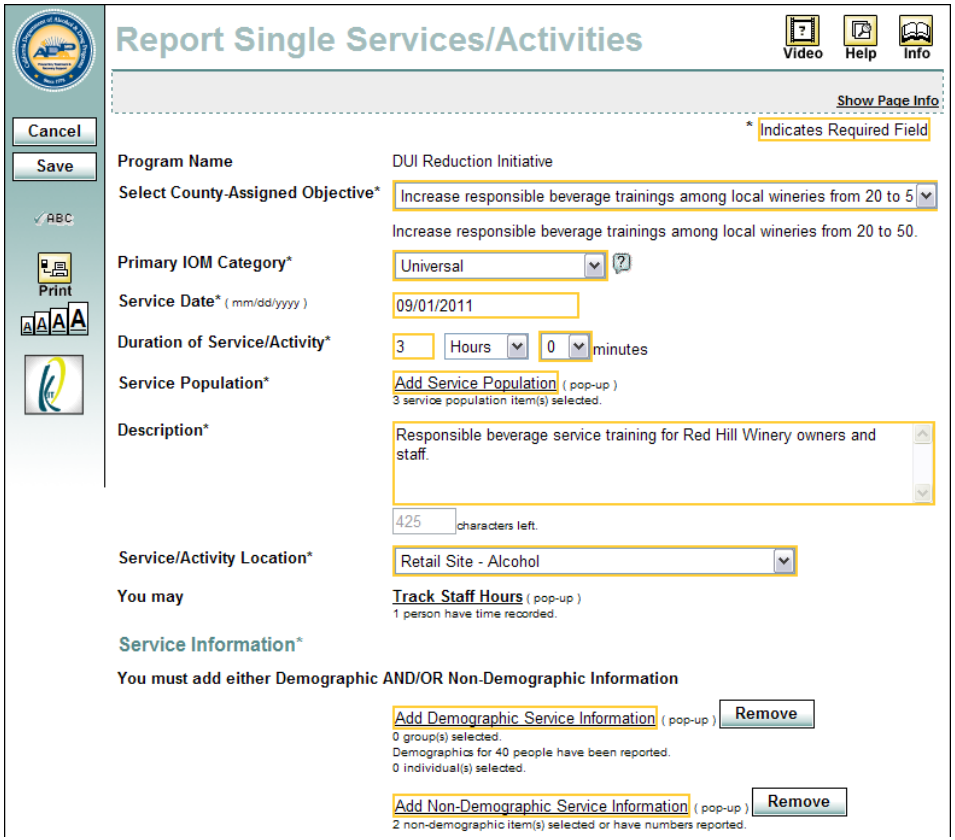
Session 3:	
Objective	Increase responsible beverage trainings among local wineries from 20 to 50.
Primary IOM Category:	Universal
Date of Service/Activity:	09/01/2011
Duration:	3 hours
Service Population:	Business and Industry Retailers
Description:	Responsible beverage service training for Red Hill Winery owners and staff.
Service Location:	Retail Site – Alcohol

Demographic Service Information:	
CSAP Strategy:	Service Code 17 - Environmental
Service Delivered:	Compliance: Training – Commercial Host and Management

Add Summary Information:	
Number of Participants: 40 - Estimated	
Participants by Race/Ethnicity	Participants By Gender
White not Hispanic: 20	Male: 20
Native Am or Alaska Native: 5	Female: 20
Asian or Asian American: 5	Participants By Age Group
Native Hawaiian or Pacific Islander: 3	26 to 44: 30
Multiracial or Multiethnic: 5	45 to 64: 10
Hispanic or Latino: 2	

Non-Demographic Service Information:			
Curricula Development:	☑	Curricula Disseminated:	40

Track Staff Hours		
Staff Name:	Direct (hrs.)	Indirect (hrs.)
Brian Jones	3 hours	



(This is a partial screenshot displaying Session 3 on the Single Service Activities Edit Page)

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Scenario 3:

Use the following information to enter in Single Services/Activities for the Program, Club Live – Fir Middle School.

Session 1:	
Objective	Increase enrollment in Friday Night Live among high-risk youth from 10% to 20%.
Primary IOM Category:	Selective
Date of Service/Activity:	04/06/2012
Duration:	4 hours
Service Population:	Middle/Jr. High School Students Older Adults Parents/Families Youth/Minors
Description:	AOD free BBQ/picnic for youth and families centered around team building and youth development.
Service Location:	Park

Demographic Service Information:	
CSAP Strategy:	Service Code 14 - Alternatives
Service Delivered:	AOD Free Social/Recreational Events

Add Summary Information	
Number of Participants: 75 - Estimated	
Participants by Race/Ethnicity	Participants By Gender
White not Hispanic: 15	Male: 35
Native Am or Alaska Native: 20	Female: 40
Asian or Asian American: 15	Participants By Age Group
African American: 5	12 to 14: 40
Native Hawaiian or Pacific Islander: 15	26 to 44: 35
Hispanic or Latino: 5	
Groups Attended:	CL – 11/12 Term

Track Staff Hours		
Staff Name:	Direct (hrs.)	Indirect (hrs.)
Tiffany Williams	4 hours	10 hours

(This is a partial screenshot displaying Session 1on the Single Service Activities Edit Page)

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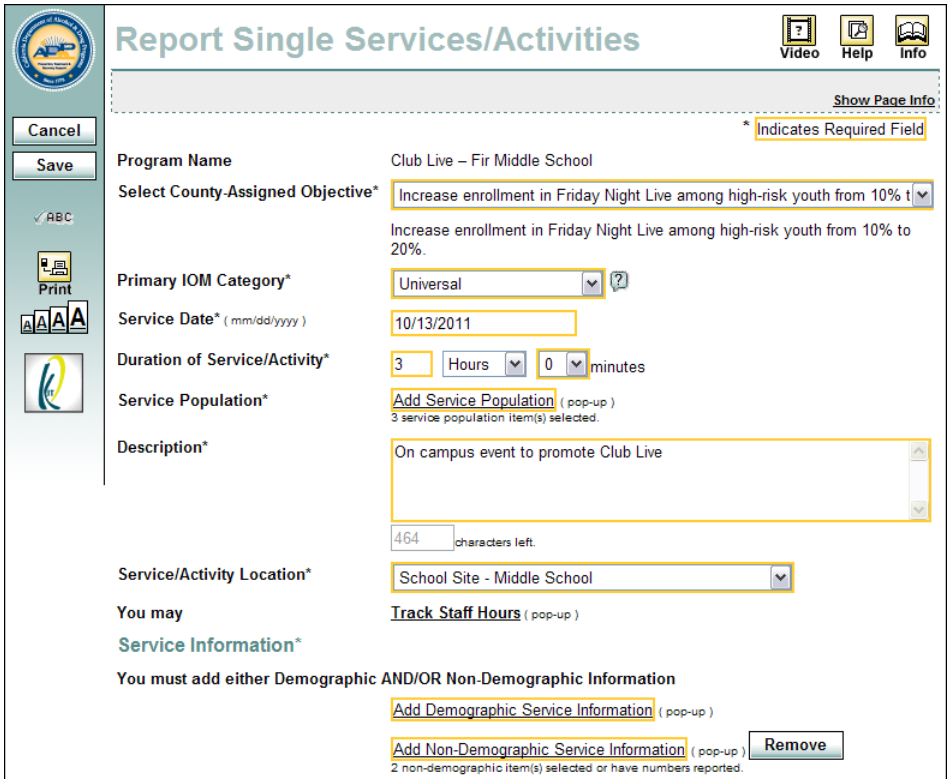
	Session 2:
Objective	Increase enrollment in Friday Night Live among high-risk youth from 10% to 20%.
Primary IOM Category:	Universal
Date of Service/Activity:	10/13/2011
Duration:	3 hours
Service Population:	Middle/Jr. High School Students Parents/Families Youth/Minors
Description:	On campus event to promote Club Live
Service Location:	School Site – Middle School

Non-Demographic Service Information:			
Health Fairs/Promotions Conducted:	1	Printed Materials Disseminated:	250



(This is a partial screenshot displaying Session 2on the Single Service Activities Edit Page)

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Recurring Services/Activities Management

There are two categories under Recurring Services/Activities Management. Within Recurring Services/Activities Management, a county/provider is able to identify their recurring services and enter in the series of service events.

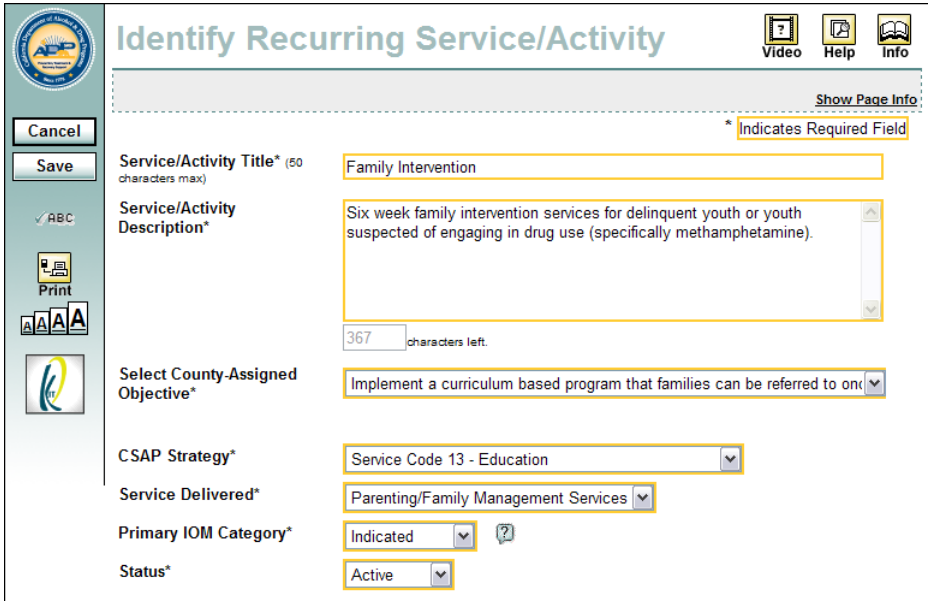
Identifying Recurring Services/Activities

Scenarios:

Use the information below to Identify the recurring sessions that will be held.

Title 1:	
Service/Activity Title:	Chapter Meetings
Service/Activity Description:	Weekly/Monthly FNL/CL/FNL Kids Chapter Meetings
County-Assigned Objective:	Increase enrollment in Friday Night Live among high-risk youth from 10% to 20%.
CSAP Strategy:	Service Code 14 - Alternatives
Service Delivered:	Youth/Adult Leadership Activities
Primary IOM Category:	Selective
Status:	Active

Title 2:	
Service/Activity Title:	Family Intervention
Service/Activity Description:	Six week family intervention services for delinquent youth or youth suspected of engaging in drug use (specifically methamphetamine).
Objective:	Implement a curriculum based program that families can be referred to once a student has been identified as engaging in high risk activities that may also be a sign of methamphetamine use.
CSAP Strategy:	Service Code 13 - Education
Service Delivered:	Parenting/Family Management Services
Primary IOM Category:	Indicated
Status:	Active



(This is a screenshot displaying Title21 on the Identify Recurring Services/Activities Edit Page)

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Reporting Recurring Services/Activities

Scenario 1:

Add New Group Series for the Service/Activity Titles

Series 1:	
Recurring Series Title:	Chapter Meetings
Program:	Club Live – Fir Middle School
Group:	CL – 11/12 Term
Status:	Active
Service Date:	09/12/2011
Duration:	1 hour and 15 minutes
Service/Activity Location:	School Site – Middle School
Service Population:	Middle/Jr. High School Students
Group Attendance:	16

Non-Demographic Information:			
Brochures/Pamphlets Disseminated:	16		
Newsletter Development	☑	Newsletters Disseminated:	16
Printed Material Development	☑	Printed Materials Disseminated:	16

Track Staff Hours		
Staff Name:	Direct (hrs.)	Indirect (hrs.)
Brian Jones	1 hours and 15 minutes	45 minutes

Report Recurring Services/Activities
Video
Help
Info
Cancel
Save
ABC
Print
To identify a new Recurring Service/Activity, fill in the required information. To view or edit a previously identified Recurring Service/Activity, click "Cancel" and select the appropriate Program/Group and corresponding Event from the list. Do not enter personally identifiable information such as participant names into the notes field.
Hide Page Info
* Indicates Required Field
Program* Club Live – Fir Middle School
Group* CL – 11/12 Term
Service/Activity Title* Chapter Meetings
County-Assigned Objective* Increase enrollment in Friday Night Live among high-risk youth from 10% to 20%.
CSAP Strategy* Service Code 14 - Alternatives
Service Delivered* Youth/Adult Leadership Activities
Primary IOM Category* Selective
Group Series Status* Active
Service Date* (mm/dd/yyyy) 09/12/2011
Duration of Service/Activity* 1 hours 15 minutes
Service/Activity Location* School Site - Middle School
You must
Add Service Population* (pop-up)
1 service population item(s) selected.
You may
Add Non-Demographic Information (pop-up)
Remove
5 non-demographic item(s) selected or have numbers reported.
Group Attendance: 16
You may
Track Staff Hours (pop-up)
1 person have time recorded.

(This is a partial screenshot displaying Series 1 on the Recurring Services/Activities Edit Page)

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Series 2:

Recurring Series Title:	Family Intervention
Program:	Multidimensional Family Therapy
Group:	Sequoia HS – Spring 11/12 Term
Status:	Active
Service Date:	02/21/2012
Duration:	2 hours and 45 minutes
Service/Activity Location:	County/Provider Office
Service Population:	High School Students

Non-Demographic Information:

Brochures/Pamphlets Disseminated:	6		
Curricula Development	☑	Curricula Disseminated:	10
Resource Directories Disseminated:	3	Printed Materials Disseminated:	12

Group Attendance

Participants Attending:	Gooding, Grant Green, Joe May, Kim

Track Staff Hours

Staff Name:	Direct (hrs.)	Indirect (hrs.)
Tiffany Williams	2 hours and 45 minutes	3 hours

Report Recurring Services/Activities
Video
Help
Info
Cancel
Save
Print
To identify a new Recurring Service/Activity, fill in the required information. To view or edit a previously identified Recurring Service/Activity, click "Cancel" and select the appropriate Program/Group and corresponding Event from the list. Do not enter personally identifiable information such as participant names into the notes field.
Hide Page Info
* Indicates Required Field
Program* Multidimensional Family Therapy
Group* Sequoia HS – Spring 11/12 Term
Service/Activity Title* Family Intervention
County-Assigned Objective* Implement a curriculum based program that families can be referred to once a student has been identified as engaging in high risk activities that may also be a sign of methamphetamine use.
CSAP Strategy* Service Code 13 - Education
Service Delivered* Parenting/Family Management Services
Primary IOM Category* Indicated
Group Series Status* Active
Service Date* (mm/dd/yyyy) 02/21/2012
Duration of Service/Activity* 2 hours 45 minutes
Service/Activity Location* County/Provider Office
You must Add Service Population* (pop-up)
1 service population item(s) selected.
You may Add Non-Demographic Information (pop-up) Remove
5 non-demographic item(s) selected or have numbers reported.
You must Track Group Attendance (pop-up) Remove
3 individual(s) selected.
You may Track Staff Hours (pop-up)
1 person have time recorded.

(This is a partial screenshot displaying Series 2 on the Recurring Services/Activities Edit Page)

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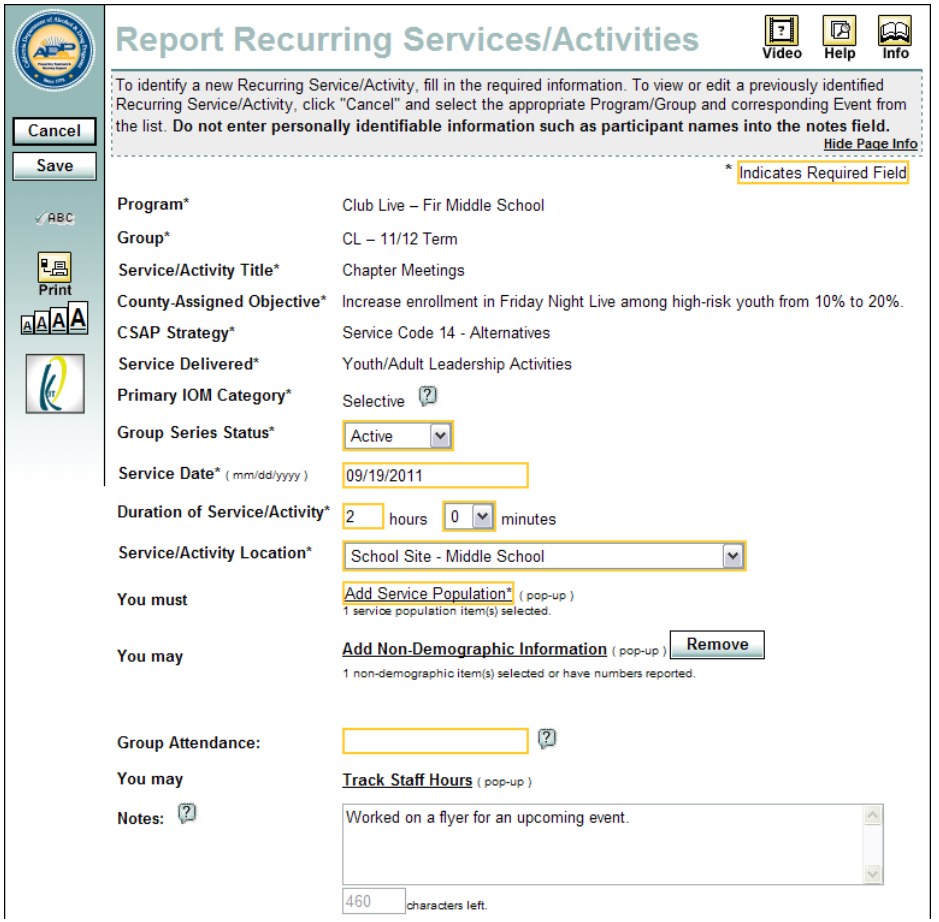
Scenario 2:

Use the following information to enter in new events for the Program -- Group, Club Live – Fir Middle School - - CL – 11/12 Term

Session 1:	
Group Series Status:	Active
Service Date:	09/19/2011
Duration:	2 hours
Service/Activity Location:	School Site – Middle School
Service Population:	Middle/Jr. High School Students
Group Attendance:	16
Notes:	Worked on a flyer for an upcoming event.
Non-Demographic Information:	
Printed Material Development	☑


Report Recurring Services/Activities
Video
Help
Info
Cancel
Save
Print
To identify a new Recurring Service/Activity, fill in the required information. To view or edit a previously identified Recurring Service/Activity, click "Cancel" and select the appropriate Program/Group and corresponding Event from the list. Do not enter personally identifiable information such as participant names into the notes field.
Hide Page Info
* Indicates Required Field
Program* Club Live – Fir Middle School
Group* CL – 11/12 Term
Service/Activity Title* Chapter Meetings
County-Assigned Objective* Increase enrollment in Friday Night Live among high-risk youth from 10% to 20%.
CSAP Strategy* Service Code 14 - Alternatives
Service Delivered* Youth/Adult Leadership Activities
Primary IOM Category* Selective
Group Series Status* Active
Service Date* (mm/dd/yyyy) 09/19/2011
Duration of Service/Activity* 2 hours 0 minutes
Service/Activity Location* School Site - Middle School
You must
Add Service Population* (pop-up)
1 service population item(s) selected.
You may
Add Non-Demographic Information (pop-up)
Remove
1 non-demographic item(s) selected or have numbers reported.
Group Attendance:
You may
Track Staff Hours (pop-up)
Notes:
Worked on a flyer for an upcoming event.
460 characters left.

This is a partial screenshot displaying Session 1on the Recurring Services/Activities Edit Page)

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Scenario 3:

Use the following information to enter in new events for the Program -- Group, Multidimensional Family Therapy - - Sequoia HS – Spring 11/12 Term

Session 1:	
Status:	Active
Service Date:	02/28/2012
Duration:	2 hours and 15 minutes
Service/Activity Location:	School Site – High School
Service Population:	High School Students Parents/Families

Non-Demographic Information:	
Curricula Disseminated:	10

Group Attendance:	
Participants Attending:	Check All

Track Staff Hours:		
Staff Name:	Direct (hrs.)	Indirect (hrs.)
Tiffany Williams	2 hours and 15 minutes	1 hours

Report Recurring Services/Activities
Video
Help
Info
Cancel
Save
Print
To identify a new Recurring Service/Activity, fill in the required information. To view or edit a previously identified Recurring Service/Activity, click "Cancel" and select the appropriate Program/Group and corresponding Event from the list. Do not enter personally identifiable information such as participant names into the notes field.
Hide Page Info
* Indicates Required Field
Program* Multidimensional Family Therapy
Group* Sequoia HS – Spring 11/12 Term
Service/Activity Title* Family Intervention
County-Assigned Objective* Implement a curriculum based program that families can be referred to once a student has been identified as engaging in high risk activities that may also be a sign of methamphetamine use.
CSAP Strategy* Service Code 13 - Education
Service Delivered* Parenting/Family Management Services
Primary IOM Category* Indicated
Group Series Status* Active
Service Date* (mm/dd/yyyy) 2/28/2012
Duration of Service/Activity* 2 hours 15 minutes
Service/Activity Location* School Site - High School
You must Add Service Population* (pop-up)
2 service population item(s) selected.
You may Add Non-Demographic Information (pop-up) Remove
1 non-demographic item(s) selected or have numbers reported.
You must Track Group Attendance (pop-up) Remove
5 individual(s) selected.
You may Track Staff Hours (pop-up)
1 person have time recorded.

This is a partial screenshot displaying Session 1on the Recurring Services/Activities Edit Page)

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Service Review

Scenario:

Submit *only* the Single Services to ADP.

Service Review
Video
Help
Info
To view all services that have not been submitted to ADP, select a specific date range and click on "Go". Note: To view service details click on the "View Service Report Details" link or go to the Reports Module - Standard Reports - Implementation tab and generate the "Service Review Report" in either the standard or unformatted version. The report data will always be delayed by 6 hours due to the complexity of the report.
Hide Page Info
Print
Specify Filter Parameters
Provider List All
Fiscal Dates: Fiscal Year Begin Date 07/01/2011 (mm/dd/yyyy) End Date 1/1/2012 (mm/dd/yyyy) Go
Service Review
Check All Uncheck All
View Service Report Details
Submit to ADP

Reviewed?	Provider Name	Program Name	Group Name	Service Type	Service Date	Edited?	Service ID
☐	19 -- Alcohol and Drug Program Administration	Club Live – Fir Middle School	CL – 11/12 Term	Recurring	09/12/2011	No	114016
☐	19 -- Alcohol and Drug Program Administration	Club Live – Fir Middle School	CL – 11/12 Term	Recurring	09/19/2011	No	114017
☑	19 -- Alcohol and Drug Program Administration	Club Live – Fir Middle School		Single	10/13/2011	No	114023
☑	19 -- Alcohol and Drug Program Administration	County Administration		Single	12/01/2011	No	114019
☑	19 -- Alcohol and Drug Program Administration	DUI Reduction Initiative		Single	08/01/2011	No	114020
☑	19 -- Alcohol and Drug Program Administration	DUI Reduction Initiative		Single	08/10/2011	No	114021
☑	19 -- Alcohol and Drug Program Administration	DUI Reduction Initiative		Single	09/01/2011	No	114022

(This is a partial screenshot displaying the Service Review Edit Page)

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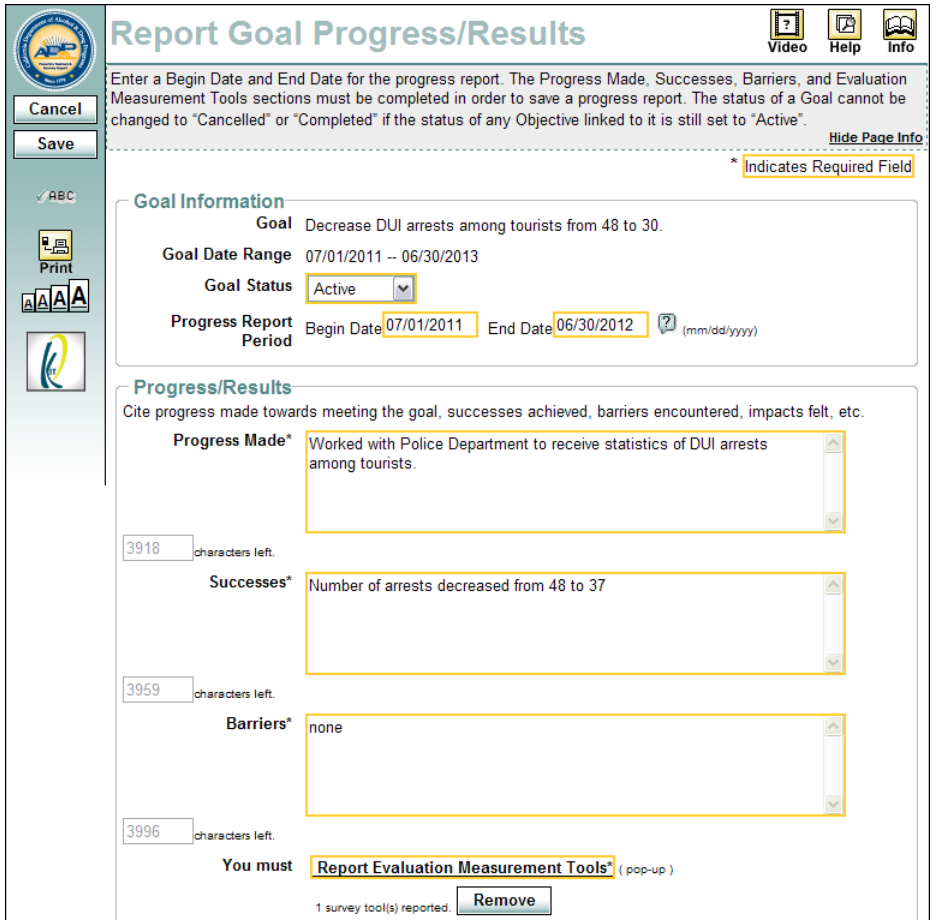
Report Goal Progress/Results

Reporting Goal Progress/Results is a county level requirement that must be completed by September 30th of each year.

Scenarios:

Problem Statement:	Drinking and Driving Among Tourists
Goal:	Decrease DUI arrests among tourists from 48 to 30
Goal Status:	Active
Begin Date:	07/01/2011
End Date:	06/30/2012
Progress Made:	Worked with Police Department to receive statistics of DUI arrests among tourists.
Successes:	Number of arrests decreased from 48 to 37
Barriers:	none
Measurement Tools:	Local/State Data Sources: City police department arrest records


Report Goal Progress/Results
Video
Help
Info
Cancel
Save
Print
Enter a Begin Date and End Date for the progress report. The Progress Made, Successes, Barriers, and Evaluation Measurement Tools sections must be completed in order to save a progress report. The status of a Goal cannot be changed to "Cancelled" or "Completed" if the status of any Objective linked to it is still set to "Active".
Hide Page Info
* Indicates Required Field
Goal Information
Goal
Decrease DUI arrests among tourists from 48 to 30.
Goal Date Range
07/01/2011 -- 06/30/2013
Goal Status
Active
Progress Report Period
Begin Date 07/01/2011
End Date 06/30/2012
(mm/dd/yyyy)
Progress/Results
Cite progress made towards meeting the goal, successes achieved, barriers encountered, impacts felt, etc.
Progress Made*
Worked with Police Department to receive statistics of DUI arrests among tourists.
3918 characters left.
Successes*
Number of arrests decreased from 48 to 37
3959 characters left.
Barriers*
none
3996 characters left.
You must
Report Evaluation Measurement Tools*
(pop-up)
1 survey tool(s) reported.
Remove

(This is a partial screenshot displaying of Goal Progress 1 on the Report Goal Progress Edit Page)

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Report Objective Progress/Results

Reporting Objective Progress/Results is a county level requirement that must be completed by September 30th of each year.

Scenarios:

Objective Progress 1:	
Problem Statement:	Drinking and Driving Among Tourists
Goal:	Decrease DUI arrests among tourists from 48-30
Objective:	Increase responsible beverage trainings among local wineries from 20 to 50
Objective Status:	Completed
Begin Date:	07/01/2011
End Date:	05/27/2012
Progress Made:	Trainings were offered to various beverage retailers and coalitions.
Successes:	Trainings were well attended and participation has been outstanding
Barriers:	With new coalition members joining continually provides a greater need for the trainings.

Objective Progress 2:	
Problem Statement:	Increase Methamphetamine Use Among Youth
Goal:	Increase awareness among students and parents of the risks associated with methamphetamine
Objective:	Increase number of assemblies with a drug free message among Sequoia High School students form 3 to 10
Objective Status:	Completed
Begin Date:	08/01/2011
End Date:	12/31/2011
Progress Made:	Completed 7 drug-free assemblies among Sequoia High Schools students
Successes:	Student interest and participation increased
Barriers:	none

Report Objectives Progress/Results
Video
Help
Info
Cancel
Save
Print
Enter a "Begin Date" and "End Date" for the progress report. Update the status, if needed, by choosing a different status from the drop down menu next to "Objective Status". Input narrative into the required fields and click on "Save".
Hide Page Info
* Indicates Required Field
Objective Information
Objective
Increase number of assemblies with a drug free message among Sequoia High School students from 3 to 10.
Objective Date Range
08/01/2011 -- 12/31/2012
Objective Status
Completed
Progress Report Period
Begin Date 08/01/2011
End Date 12/31/2011
(mm/dd/yyyy)
Progress/Results
Cite progress made towards meeting the Objective, successes achieved, barriers encountered, impacts felt, etc.
Progress Made*
Completed 7 drug-free assemblies among Sequoia High Schools students
3932 characters left.
Successes*
Student interest and participation increased
3956 characters left.
Barriers*
none
3996 characters left.
You may
Report Evaluation Measurement Tools (pop-up)

(This is a partial screenshot displaying Objective Progress 2 on the Report Objectives Progress Edit Page)

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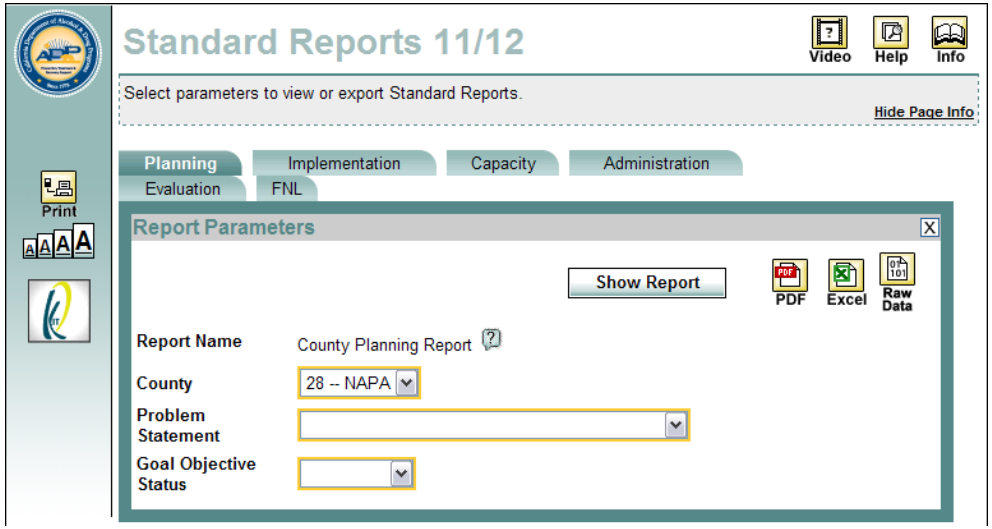
Standard Reports

Scenario 1:

View the **County Planning Report** for a list of all Objectives for your county. This is under the ***Planning*** tab.



(This is a screenshot displaying the Reports Listing Page)

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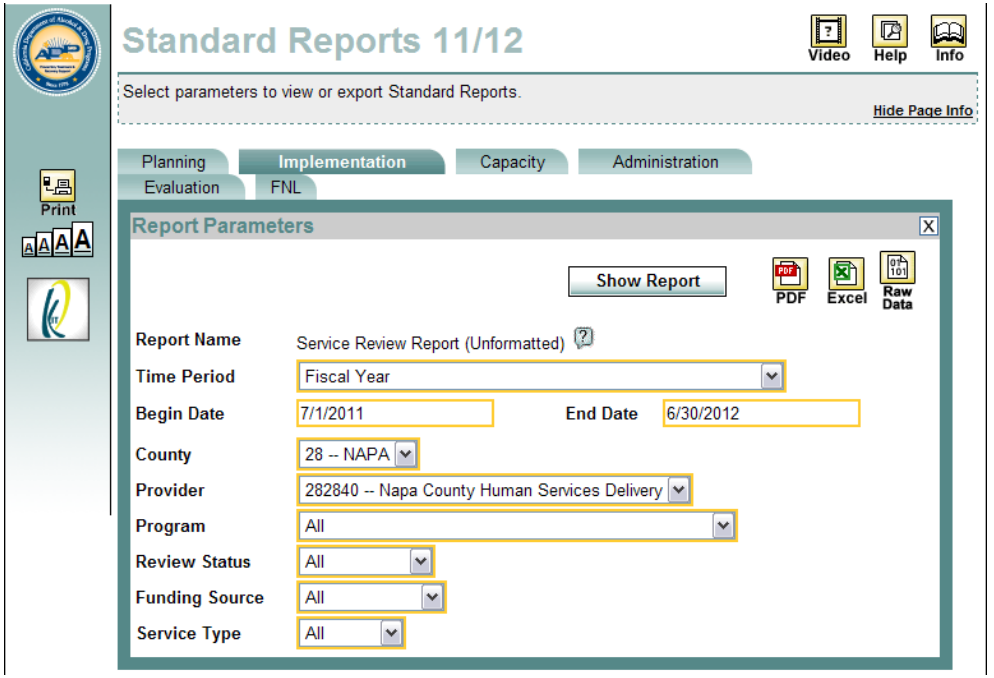
Scenario 2:

View the **Service Review Report (Unformatted)** for a list of all reported services by each program. This is under the ***Implementation*** tab. Export the report as a ***Excel***.

Please reference the Reports Module section of the FAQs located on the CalOMS Support Site to properly format the Service Review Report in Excel.



(This is a screenshot displaying the Reports Listing Page)

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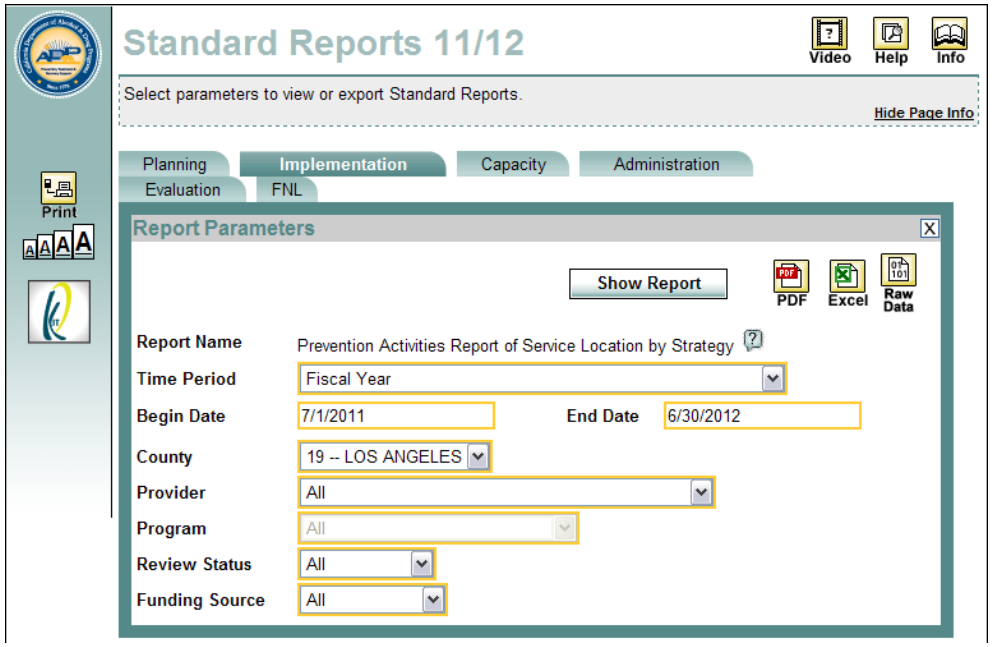
Scenario 3:

To view all of the services reported by strategy, go to the ***Implementation*** tab and view the Prevention Activities Report of Services by Strategy.



(This is a screenshot displaying the Reports Listing Page)

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Report Builder

Scenario:

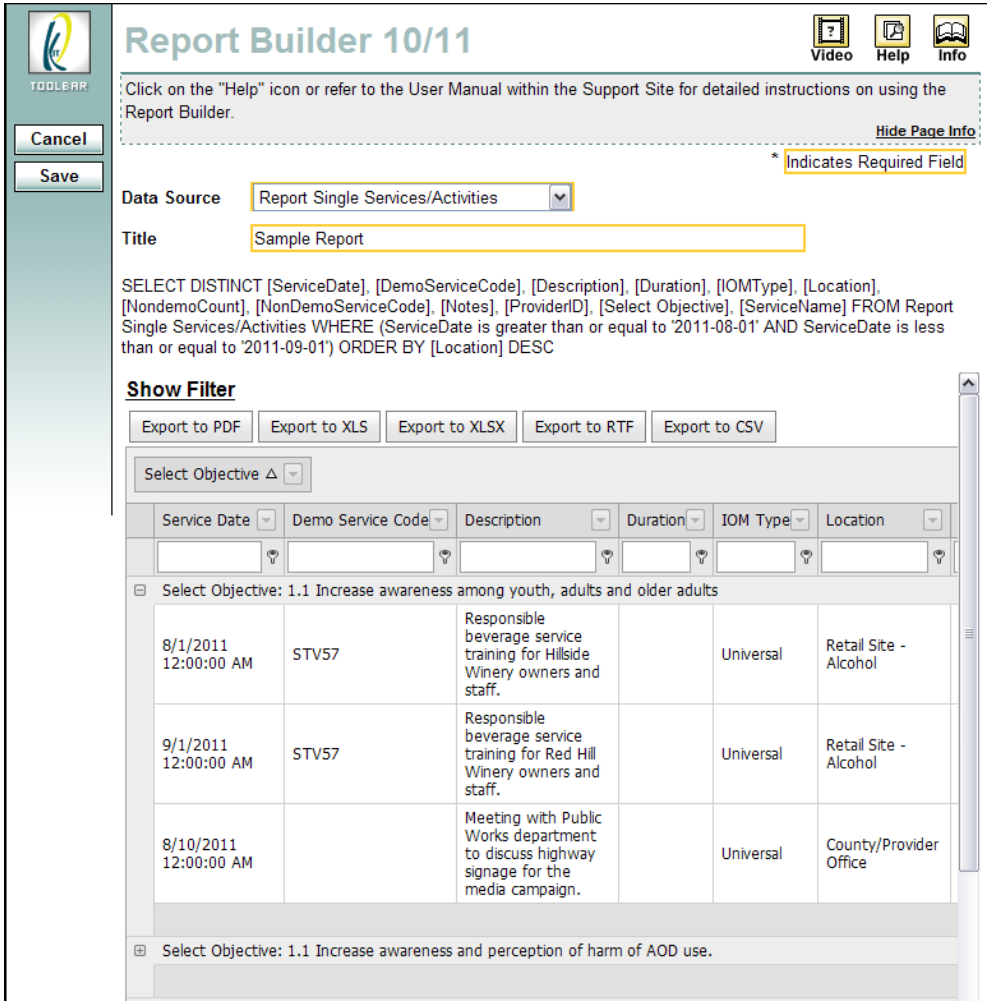
You would like a report that shows all services done by your organization sorted by Federal Category. Use the hints below to generate such a report:

Page 1:
Selected Fields: All Fields
Move **ServiceDate** to the top of the list.

Page 2:
Selected Fields: ServiceDate
Select the **Is in between...** button.
Values = 8/1/2011 – 9/1/2011

Page 3:
Sort by **Location** in ***Descending*** order.

Grid View:
Drag the Select Objective field to the top of the grid (where it reads Drag a Column header here…)


TOOLBAR
Cancel
Save
Report Builder 10/11
Video
Help
Info
Click on the "Help" icon or refer to the User Manual within the Support Site for detailed instructions on using the Report Builder.
Hide Page Info
* Indicates Required Field
Data Source
Report Single Services/Activities
Title
Sample Report
SELECT DISTINCT [ServiceDate], [DemoServiceCode], [Description], [Duration], [IOMType], [Location], [NondemoCount], [NonDemoServiceCode], [Notes], [ProviderID], [Select Objective], [ServiceName] FROM Report Single Services/Activities WHERE (ServiceDate is greater than or equal to '2011-08-01' AND ServiceDate is less than or equal to '2011-09-01') ORDER BY [Location] DESC
Show Filter
Export to PDF
Export to XLS
Export to XLSX
Export to RTF
Export to CSV
Select Objective
Service Date
Demo Service Code
Description
Duration
IOM Type
Location
Select Objective: 1.1 Increase awareness among youth, adults and older adults
8/1/2011 12:00:00 AM
STV57
Responsible beverage service training for Hillside Winery owners and staff.
Universal
Retail Site - Alcohol
9/1/2011 12:00:00 AM
STV57
Responsible beverage service training for Red Hill Winery owners and staff.
Universal
Retail Site - Alcohol
8/10/2011 12:00:00 AM
Meeting with Public Works department to discuss highway signage for the media campaign.
Universal
County/Provider Office
Select Objective: 1.1 Increase awareness and perception of harm of AOD use.

(This is a partial screenshot displaying the Report Builder Page)

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